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ABSTRACT

The 1975 faculty handbook of the University of Missouri is designed to acquaint members of the university faculty with information that should be useful to them. Included is an account about the history and organization of the university, as well as material about university-wide councils and committees, classification of ranks and titles, tenure regulations, leaves of absence, policies affecting faculty members, and descriptions of services and benefits. A second section contains a variety of information concerning individual campuses: Columbia, Rolla, Kansas City, and St. Louis. (Author)

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FACULTY HANDBOOK

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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UNIVERSITY OF MISSOURI

This *Handbook* has been designed to acquaint members of the University faculty with information which should be useful to them. Included is an account about the history and organization of the University, as well as material about University-wide councils and committees, classification of ranks and titles, tenure regulations, leaves of absences, policies affecting faculty members and descriptions of services and benefits.

A second section contains a variety of information concerning individual campuses: Columbia, Rolla, Kansas City and St. Louis. Each faculty member is entitled to the *Handbook* issue which relates to his/her campus.

The format has been designed to facilitate the incorporation of changes and corrections. Pages containing such information will be furnished all faculty members at appropriate times during the year by the Vice President for Administration for the University as a whole and by the Provosts and Deans of Faculties for the individual campuses.

Note that some regulations, policies, and procedures are too detailed to be handled here and are available in documents including the University's long-range academic plan, the Board of Curators *Collected Rules and Regulations*, the *Business Policy and Procedure Manual* and other publications as noted in the *Handbook*.

TABLE OF CONTENTS

01 University-wide

01-01 History of the University of Missouri
General Philosophy

01-02 Organization of the University
The Board of Curators
The President
Vice Presidents and University Staff
Chancellors
The Coordinating Board for Higher Education
Administrative Chart

01-03 Academic Units of the University
Academic Divisions by Campus
Libraries
Extension

01-04 Academically Related University Councils and Committees
University-wide Councils
Additional Groups and Committees

01-05 Classification and Definition of Academic Ranks and Titles
Full-Time Faculty
Part-Time Faculty
Types of Appointments
Classes of Academic Staff Positions
Special Academic Staff Positions
Emeritus Title

01-06 Duties, Powers, and Responsibilities of the Faculty
Freedom of Speech and Assembly
Statement on Professional Responsibility
Faculty Activity Survey

01-07 Academic Tenure Regulations
Academic Freedom
Regulations Governing Application of Tenure
Notice of Appointment or Resignation
No Impairment of Rights of Tenure
Faculty Committees on Tenure
Jurisdiction and Hearings to Determine Facts
Procedures
Dismissal During Term Appointment

01-08 Faculty Leave
Leaves of Absence
Sabbatical Leave
Procedures for Application
Special Considerations Relating to Leaves

01-09 Other Policies Affecting Faculty Members
- Extra Compensation and Consultation
- Summer Session Salary
- Pay Periods
- Nepotism
- University-Sponsored Educational Materials (Including Copyright)
- Patent Regulations
- Travel
- Use of University Equipment
- Use of University Name
- Calendars

01-10 Facilities, Resources, and Services
- Archival Program
- Research Facilities
- University Information Services
- University of Missouri Press
- Film Library

01-11 University Benefits for Faculty Members
- Group Life Insurance
- Accidental Death and Dismemberment
- Unemployment Insurance
- Medical Program
- Long-Term Disability Program
- Workmen's Compensation
- Retirement, Disability, and Death
- Tax Deferred Annuity
- Social Security
- Educational Assistance
- Credit Union
- Savings Bonds

01-12 University Policy on Student Records

02 St. Louis Campus

02-01 History and Development of the UMSL Campus
- UMSL Purpose and Philosophy

02-02 Organization of UMSL
- Chancellor
- Dean of Faculties
- The Deans
- Departmental Chairpersons

02-03 Academic Units of UMSL
- Schools and Colleges
- Special Academic Units
- Library

02-04 The Bylaws of UMSL

02-05 The Faculty Council
- Function
- Membership

02-06 Appointments, Tenure, Promotion

02-07 Campus Policies Affecting Faculty Members
- Affirmative Action Plan
- Budgeting and Expenditures
- Calendar
- Overload Compensation
- Property Use
- Travel

02-08 Facilities, Resources, and Services
- Research Facilities
- Computer Center
- Printing
- University Cars
- Radio Station
- Athletic and Recreation Facilities
- Cultural Opportunities and Entertainment
- Day-Care Center

HISTORY OF THE UNIVERSITY OF MISSOURI

Founded in 1839 by an act of the Missouri legislature, the University is distinguished as the first state university west of the Mississippi River. Its founding also reflected the coming of age of Missouri and the realization of the new democracy in America. Thus, incorporated into the University's very beginnings were the belief in the common man, his right to equality of opportunity, and his ability to direct government and society. Jefferson's ideals of education free to all citizens were an integral part of the act of 1839.

Typical of the state universities established after the Ordinance of 1787, the University was basically financed by grants of land from the Federal government. To these were added modest grants from the legislature and from citizen groups. An aggressive group of the latter was responsible for the University's location at Columbia.

The first Board of Curators, designated by the legislature to govern the University, solved a host of organizational and financial problems and then selected John Hiram Lathrop as the first President. A recipient of a law degree from Yale, Lathrop was a faculty member at Hamilton College, New York at the time of his appointment. Sixty students enrolled for the opening semester, April 1841. There were four faculty members.

In his address dedicating the first University building on July 4, 1843, President Lathrop stressed the paramount need for faculty quality for the future of the University. Faculty members, he asserted, should be judged by their scholarship and ability to impart knowledge to students. First priority in the expenditure of funds, he added, should be for an able corps of teachers, second for books and laboratory apparatus, and third for buildings. That November the first commencement was held and two degrees were awarded. The year 1843 also marked the official transition to university status--until this time the institution was legally the semi-moribund Columbia College, a condition inherent in the bid of the Columbia citizens.

During its early decades the University grew slowly, offering primarily a classical curriculum with some pre-professional education. After the Civil War dramatic changes took place: the curriculum was reorganized and expanded, several professional schools were established, and advanced graduate studies introduced. In 1867 a Normal School, predecessor to the School of Education, was opened and with its founding, coeducation was ushered into the University. Twenty-two women were enrolled in 1869. Lulie Gillette, the first woman graduate in 1870, later became an instructor in the Normal School. In 1872 the schools of law and medicine were created. In 1870 a second campus, the School of Mines and Metallurgy at Rolla, was added to the University.

The University became one of seventeen institutions to profit from the Morrill Act, signed in 1862 by President Lincoln. The Act provided grants of land to universities which offered practical education, especially in agriculture and mechanical arts. As a result, the College of Agriculture and Mechanical Arts was founded in 1870, and the University became a land-grant university.

Because of increasing graduate enrollment, the University organized a formal Graduate Department in 1896. Most graduate students worked toward the master's degree but there were a few candidates for the doctor of philosophy degree. The first earned master's degree was awarded in 1892 and the first Ph.D. in 1899 (botany). An appreciable number of graduate degrees was awarded in the succeeding year. The Graduate School was organized in 1910. In recognition of its success in graduate education as well as its reputation in undergraduate work, the University was accepted into membership of the prestigious Association of American Universities in 1908.

The founding of the School of Journalism in 1906--classes began in 1908--marked the early twentieth-century movement for professional schools. This was followed by the organization in 1907 of a full-fledged College of Engineering and in 1914 a School of Commerce, the forerunner of the present day College of Business and Public Administration. Extension was organized in 1910 as the result of the Univer-

sity's early interest in providing off-campus education.

Of more recent vintage are the School of Nursing (1954), the School of Veterinary Medicine, created in 1958, the College of Home Economics (1960), the School of Community and Social Sciences (1965), the School of Library and Informational Science (1966) and the School of Forestry, Fisheries, and Wildlife (1973).

In 1963 the University became a four-campus institution through the acquisition of two urban campuses, one in Kansas City and another in St. Louis. The University of Kansas City, a private municipal university founded in 1936, became the University of Missouri-Kansas City. In St. Louis, an entirely new campus, the University of Missouri-St. Louis, was erected on a former golf course and country club to bring higher education to the state's largest metropolitan area. In 1964, the School of Mines and Metallurgy was renamed the University of Missouri-Rolla.

With an enrollment of more than 50,000 students, the University ranks among the 15 largest universities in the country. It ranks fifth in the number of alumni.

A state university and a land-grant institution, the University is dedicated to teaching, research, service, and extension. Its present organization, as a university with four campuses, reflects its effort to avoid needless duplication of programs, to expend its resources efficiently and to offer university education of high order.

General Philosophy*

The University of Missouri is a single institution with four campuses, each of which is a component of the whole.

It is a public-supported University offering baccalaureate, professional, and graduate degrees in most academic disciplines and

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* *This statement was taken from "The University of Missouri: Its Future," approved in 1973 by the University of Missouri Board of Curators.*

professional fields. In the public sector of Missouri higher education, the University is the only institution offering doctoral programs and a wide range of professional education.

As a land-grant university, it should continue to subscribe to the basic land-grant philosophy, that is, to provide quality programs for Missouri students who have the academic ability and motivation to profit from a university-level education, regardless of their economic status.

In addition to the teaching function, the University is charged by Federal and State statutes with the additional functions of research and extension.

Another important function of the University is the performance of many varied services for all Missourians, including health care, community surveys, and advice and counseling for business and industry.

These functions constitute the unique responsibilities of the University and, while changing in detail, will continue as its general charges.

ORGANIZATION OF THE UNIVERSITY

The Board of Curators

The Missouri Constitution of 1945,* Article IX, Sec. 9A provides that "The government of the State University shall be vested in a Board of Curators consisting of nine members appointed by the Governor, by/and with the advice and consent of the Senate."

Each member of the Board is appointed for a six-year term with three members being appointed every two years. No person may be appointed who is not a citizen of the United States and who has not been a resident of the State of Missouri two years immediately prior to his appointment. Not more than five Curators shall belong to any one political party and not more than one person shall be appointed to the Board from the same congressional district.

The Administration

The President of the University serves as the chief executive and academic officer of the University and has direct charge of the operation of the University and is directly responsible to the Board of Curators for such operation.

As the University's chief academic officer, the President is responsible to the Board of Curators for the academic programs of the University; the procurement of staff; the establishment and maintenance of separate schools, colleges, and departments of instruction within the University; the relationships and coordination of educational activities among the four campuses and among special divisions and units; and the planning, development, and carrying out of all research projects.

At regular meetings of the Board of Curators, the President reports on the progress, conditions, and needs of the University and recommends such measures as will promote the University's interests.

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* *Further basic statutory provisions are found in the Missouri Revised Statutes, 1959, Chapter 172, Sections 172.0 to 172.300.*

The President has the right to preside at any meeting of a campus faculty, to vote at all meetings of the campus faculty or any divisional faculty, and to appoint all University-wide committees, unless otherwise provided for by the Board of Curators.

The President has delegated authority for specific programs and functions to designated University officers, and he holds these persons accountable for the successful administration of these programs and functions throughout the University.

The Vice President for Academic Affairs, under the direction of the President, provides coordination, direction, and communication among the campuses for academic planning, curricula, and programs; supervises the analysis of proposed academic programs as to merit, need, impact on existing programs and place in the University's academic plans and forwards such recommendations to the President concerning such proposed programs; guides periodic reviews of existing academic programs; encourages and promotes policies for the development of faculty members; and serves as chairperson of the Academic Planning Council and as liaison between that council and the President.

The Vice President for Administration assists the President in overseeing central administration and coordinating University-wide policies among the four campuses; monitors and audits personnel programs and policies; coordinates student activities and presides over the Inter-Campus Student Affairs Committee; coordinates school/college/University relations; provides proper channels for the University Press and University Archives to report to the President; monitors and coordinates recruitment of students; coordinates activities of Registrars and Directors of Admission where the interests of more than one campus are involved; handles other university administrative matters as the President wishes; and acts as chief executive officer of the University in the absence of the President.

The Vice President for Business is responsible, under the direction of the President, for the overall supervision and operation of new construction; physical plant operations; security in collabora-

tion with the Chancellors; insurance and lease agreements; purchasing and stores; housing and food services; student unions; university book stores; and all lands and sites of the University unless responsibility is otherwise specifically delegated by the Board of Curators.

The Vice President for Extension, under the direction of the President, provides for coordination and communication among the campuses for all policies in all extension activities; coordinates credit courses offered away from the originating campus, correspondence courses, and all non-credit work; administers and supervises all extension centers in the State of Missouri; and assists the campuses in the development of their programs in conjunction with academic departments.

The Vice President for Finance and Treasurer, under the direction of the President, is responsible for University accounting, investments, staff benefit programs and services, non-academic personnel programs, internal auditing, records management, and financial administration of gifts and grants, as well as research, teaching and training contracts.

The Vice President for Research, under the direction of the President, provides coordination and communication among the campuses and carries out policies established by the President in all research activities; assists the several campus Graduate Deans and Research Coordinators in the development of their research programs and facilities designated as University-wide by the President; and assumes responsibility for effective and efficient computer services.

The Assistant to the President for Employee Relations participates in the establishment of the philosophy and posture of the University of Missouri in its relations with labor or similar professional organizations representing, or seeking to represent, any group of employees for the purpose of "collective bargaining"; meets with officers of unions representing University personnel; and maintains current information on national trends in union activity in higher education.

The Assistant to the President for Communications provides

general supervision of the informational services, publications, and public relations activity of the University; and handles all such matters emanating from the Board of Curators, the President, the University-wide officers or University-wide operations of the University. In addition, this office provides consultation to all University officers on matters relating to informational services, publications and public relations and coordinates the activities of the four Directors of the Offices of Public Information.

Other assistants to the President include:

Director of Institutional Research
Executive Assistant to the President
Director of University Information Services

Each campus has a Chancellor as its chief administrative head and academic officer, and such other campus officers as are approved by the President and the Board of Curators. All campus officers concerned with campus programs and functions report to and are responsible to their respective Chancellor.

University Administration

President - C. Brice Ratchford
Executive Assistant to President - Phil E. Connell
Vice President for Administration - A. G. Unklesbay
Vice President for Finance and Treasurer - R. H. Bezoni
Vice President for Business Management - Dale O. Bowling
Vice President for Research - Ardath Emmons
Vice President for Extension - Carl Scheneman
Vice President for Academic Affairs - Melvin George
Assistant to the President (Employee Relations) - A. Lee Belcher
Assistant to the President (Communications) - Jack H. Hamilton
General Counsel to Board of Curators - Jackson A. Wright
Secretary to the Board - Catherine L. Hunt
Chancellor, Columbia - Herbert Schooling
Chancellor, Kansas City - James C. Olson
Chancellor, Rolla - Raymond Bisplinghoff
Chancellor, St. Louis - Arnold B. Grobman

The Coordinating Board for Higher Education

(In view of the relationship of the University to the Coordinating Board for Higher Education, the following information is provided for faculty members.)

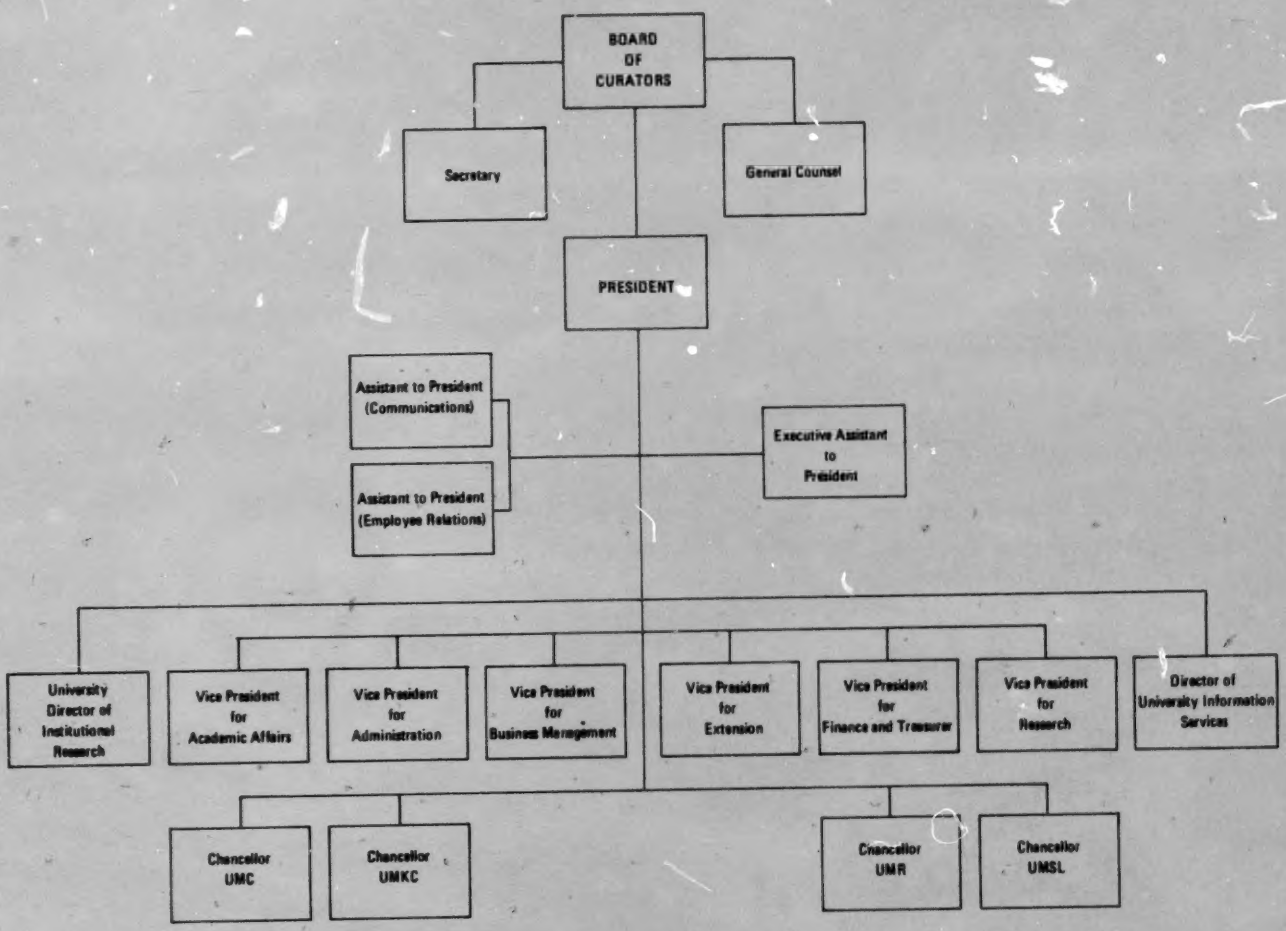
According to the State Omnibus Reorganization Act of 1974, the Coordinating Board for Higher Education was established as head of the Missouri Department of Higher Education. The Coordinating Board consists of nine members, appointed by the Governor with the advice and consent of the Senate. No more than five Board members may be from the same political party, and none of the members may be engaged professionally as an educator or educational administrator at the time of appointment or during his/her term. Other matters such as terms of office and compensation of Board members are the same as those provided by law for University of Missouri Curators.

The duties and responsibilities of the Coordinating Board for Higher Education include the following:

1. approval of proposed new degree programs to be offered by state institutions of higher learning;
2. in consultation with heads of institutions of higher education and with carefully collected data, establishment of guidelines for appropriation requests by institutions of higher learning;
3. approval of new state-supported senior colleges or residence centers;
4. establishment of admission guidelines consistent with institutional missions;
5. establishment of policies and procedures for institutional decisions relating to the residence status of students;
6. establishment of guidelines to promote and facilitate the transfer of students between institutions of higher education within the state;
7. collection and use of data relevant to specialized areas of competence for all institutions of higher education within the state.

The Coordinating Board first met in July 1974 and has met monthly since. Meetings are open to the public.

University-wide Administrative Chart



ACADEMIC UNITS OF THE UNIVERSITY

Academic Divisions by Campus

Though the University of Missouri is considered one institution with four campuses, the academic structure of each campus varies. Regardless of variations, the programs of all four campuses are designed to the common goal of providing quality higher education for the people of Missouri. Following is a listing of academic divisions by campus:

Columbia Campus The Colleges of Business and Public Administration, Arts and Sciences, Agriculture, Engineering, Education, Home Economics and Veterinary Medicine; the Graduate School, the Schools of Law, Library and Informational Science, Journalism, Social and Community Services, Medicine, and Nursing; the Extension Division; and the School of Forestry, Fisheries, and Wildlife within the College of Agriculture.

Kansas City Campus College of Arts and Sciences; Conservatory of Music; Schools of Administration, Dentistry, Education, Law, Medicine, and Pharmacy; Graduate School; and Division for Continuing Education and Extension.

Rolla Campus College of Arts and Sciences; Schools of Mines and Metallurgy, and Engineering; Graduate School; and Extension Division.

St. Louis Campus College of Arts and Sciences; Schools of Education and Business Administration; Graduate School; Evening College; and Extension Division.

The University has developed several research units on a University-wide basis for the purpose of pursuing special academic areas. These are described in Section 01-10, FACILITIES, RESOURCES, AND SERVICES.

Libraries

Each campus of the University has a main library and a number of specialized branch libraries serving individual schools and colleges.

The resources of each campus library are available to the faculty of any campus through a coordinated intra-University loan system. Inquiries regarding the use of other campus library facilities should be made at the main library on the campus where the faculty member is employed.

Other library facilities available to faculty members include the Western Historical Manuscripts Collection and the library of the State Historical Society of Missouri, both of which are on the Columbia campus. Near the Kansas City campus is the Linda Hall Library of Science and Technology, a separate institution housing one of the largest collections of scientific and technical information in the United States.

Extension

Through extension, the University provides the opportunity for Missouri residents to continue their education for personal and/or professional development. It also extends the interpretation and transmission of knowledge, and it encourages the application of knowledge in resolving social and economic problems affecting individual groups and communities of the state.

The major areas of extension emphasis are in Business, Industry, and Labor; the Community-Public Sector; Continuing Education for Professionals; Agriculture; Home Economics; and Youth. Some extension programs are conducted on the campuses while others are held throughout the state at centers conveniently located for interested groups. Offerings may be for University credit, but are frequently non-credit short courses, workshops, and seminars.

Each campus has a Dean of Extension who administers the opportunities for continuing education offerings and problem-solving services available on his campus. Interested faculty members should consult the Dean concerning how to participate in these activities as well as University-wide extension activities.

ACADEMICALLY RELATED UNIVERSITY COUNCILS AND COMMITTEES

The Academic Planning Council (APC) consists of the four Chancellors, the Vice President for Academic Affairs, the Vice President for Administration, the Vice President for Extension and the Vice President for Research. The President usually sits with this Council. The Vice President for Academic Affairs serves as executive secretary to the Council. Major duties of the Academic Planning Council are to: advise the President on priorities in academic program and academic capital construction development; advise the President on matters pertaining to new academic programs; consult with the President on evaluation results of existing academic programs, as well as on academic personnel policies; and secure suggestions and guidance from appropriate campus officials and groups. The Council meets as often as needed, but at least once a month.

The Administrative and Fiscal Council (AFC) is composed of the Vice President for Finance and Comptroller, Vice President for Business Management, and the Vice Presidents for Administration, Extension, Research, and Academic Affairs. The President usually sits with this Council. The Council is chaired by the Vice President for Finance, who as executive secretary, serves as presidential liaison for the Council. The major duties of the Administrative and Fiscal Council are to supervise and make recommendations to the President on preparation and maintenance of the budget; advise the President on personnel policy for support and administrative staff; make recommendations to the President on issues of fiscal policy and long-range fiscal planning; and guide the development of the physical plant for the University through the Office of Business Management.

The President's Cabinet consists of the members of the Academic Planning Council, the Administrative and Fiscal Council, the Assistants to the President, the University Director of Institutional Research and the University General Counsel. The Cabinet is chaired by the President and meets at his call. The Cabinet advises the President in such manner and on such matters as he deems appropriate, relative

to internal or external issues affecting the University.

Inter-Campus Faculty Advisory Council (IFAC) The Inter-Campus Faculty Advisory Council serves as a liaison committee to make available to the President and his staff representative views and opinions of members of the several campus faculties on such problems as the President wishes to bring before the Faculty Council, and serves as a medium for communicating to the President and his staff the views and concerns of the faculties.

It discusses issues of common concern to the University faculties and is available to perform those functions or duties which are deemed appropriate to an inter-campus faculty body, and it coordinates the activities of the campus governing bodies where it appears appropriate to do so. The Council recommends agenda items for its meetings with the President.

The Council consists of twelve faculty members, three from each of the four campuses. Members from each campus are elected according to procedures established by the elected representative faculty group on the particular campus (faculty council, senate, policy committee or other). Members serve three academic year terms. Terms are staggered, so that normally for each academic year two members from a particular campus hold over and a third member is elected. Membership terminates on expiration of the term for which elected, but a member may be re-elected. Membership also terminates on resignation or retirement from the member's regular academic staff position, and membership terminates on a change from a regular academic staff position (including that of department chairperson) to a position involving substantial administrative duties. If a member is on leave of absence, his position may be filled temporarily or for the entire balance of his term as determined by the elected representative faculty group.

The Council elects a chairperson who presides at the separate meetings of the Council, and he has such other powers and does such other things as are usual and customary for the chairperson of a committee. When the committee meets with the President in performance of its liaison function, the President presides. The Council elects the

secretary who serves as secretary at all meetings of the Council, and he has such other powers and does such other things as are usual and customary for the secretary of a committee.

Meetings are held at the call of the President and/or Chairperson at such times and places as may be designated. Where feasible the Council has its separate meetings in the morning and the liaison meetings with the President are held in the afternoon on the same day. Ordinarily, meetings with the President are held at intervals of approximately one month during the course of each academic year. Members attending meetings are excused from conflicting campus duties, and ordinarily attendance at meetings has priority over other University or campus duties. Members attending meetings are entitled to be reimbursed for their reasonable travel expenses.

The President or any member of the Council may request that items be placed on the agenda for the separate meetings of the Council. The Council may request that the President place certain items on the agenda for the meeting with the President, and the President determines the agenda for the meeting of the Council with him. After consulting with the President and the chairperson, the secretary notifies the members of the Council of the agenda items approximately one week before each meeting.

The Council, on its own initiative or at the request of the President, may form such committees as appear desirable for the expeditious functioning of the Council. In appropriate cases faculty members with special knowledge or skills, who are not members of the Council, may be appointed to the committees.

University Doctoral Faculty and Doctoral Council -- The University Doctoral Faculty is composed of faculty members from the four campuses who are qualified to direct doctoral dissertations in their disciplines. These faculty members are selected from each campus faculty by campus review groups according to criteria established by the University Doctoral Council. On the UMSL campus prospective Doctoral Faculty members are also reviewed by University-wide Doctoral Coordinating Committees in the disciplines. Membership on a campus graduate faculty does not necessarily entitle faculty members to

membership on the University Doctoral Faculty. The University Doctoral Faculty neither meets nor has corporate legislative power.

The University Doctoral Council consists of eight elected faculty members from the Doctoral Faculty and the four graduate deans. The Council is responsible for (1) monitoring standards for membership in the University Doctoral Faculty; (2) recommending procedures for observing and, if necessary, correcting deficiencies in all doctoral programs to insure the appropriate objectives are met; and (3) overseeing the operation of Discipline Coordinating Committees. These Committees coordinate the functions of the faculty for specific disciplines.

Additional Groups and Committees--Other University-wide academic groups and committees include (1) the Provosts and Deans of Faculties group which serves as an advisory group to the Vice President for Academic Affairs on general academic matters; (2) the Graduate Deans group which advises the Vice President for Academic Affairs on issues related to graduate education; (3) the University Student Affairs Committee, composed of the four Deans of Student Affairs, the four student body presidents, the four faculty representatives from campus committees on student affairs, and the Vice President for Administration. It makes recommendations to the President concerning those aspects of student affairs that are University-wide in scope.

Other University-wide administrative committees include those for (1) Development; (2) Retirement and Staff Benefits; (3) Safety; (4) University Archives; (5) University Press; (6) Patent, Copyright and University-sponsored Educational Materials; (7) Equal Employment Opportunity; (8) Information-Publications; and (9) Library Resources.

CLASSIFICATION AND DEFINITION OF ACADEMIC RANKS AND TITLES

The academic staff of the University is composed of those administrative, supervisory, and instructional employees whose duties and responsibilities involve academic administration or teaching or are directly related to instruction and/or educational research.

Full-Time Faculty

A distinction is made between part-time and full-time faculty members. Full-time faculty members are those whose service is defined as full-time by the academic work-load policy of the University and whose notices of appointment clearly indicate full-time appointment.

Part-Time Faculty

Part-time members of the faculty are those who qualify for appointment to full-time faculty ranks, but who are unable to accept appointment because of employment in business, public service, or other educational or research institutions. The salary and extent of the duties of persons appointed to these positions are clearly expressed in the letter of appointment. No right of tenure accrues to persons appointed to such positions regardless of title, rank, or cumulative length of service.

Types of Appointments

There are two types of appointments to academic staff positions, term appointments and continuous appointments.

Term appointments begin at a specified date and terminate at a specified date. Term appointments usually are for a period of one academic year but may be for a longer or shorter period.

Continuous appointments begin at a specified date but have no specified date of termination. Such appointments are regarded as permanent, subject to termination only for cause, for retirement for age in accordance with retirement regulations, or under extraordinary circumstances because of financial exigencies.

Appointments to regular academic staff positions may be either term appointments or continuous appointments, subject to the limita-

tions as to the maximum number of years of service under term appointments.

Classes of Academic Staff Positions

There are four classes of regular academic staff positions: (1) Professor, (2) Associate Professor, (3) Assistant Professor, and (4) Instructor.

Non-regular academic positions include: Visiting Professorial ranks, Adjunct Professorial ranks, Lecturer, Assistant Instructor, Research Associate, Graduate Assistant, Graduate Instructor, Research Assistant, Summer Session positions, part-time positions, positions of Federal or State employees or appointees attached or assigned to the University, coaches for inter-collegiate athletics, and appointments made in connection with a special department, program, or institute of an experimental or temporary character. The above types of non-regular positions are illustrative only and do not constitute a complete listing of non-regular positions.

Special Academic Staff Positions

Curators Professorships Established by the Board of Curators in March, 1968, these are prestige appointments made to outstanding scholars with established reputations.

Endowed Chairs A $500,000 contribution to the University's endowment establishes an endowed chair. This appointment is considered permanent unless specifically stated otherwise.

Distinguished Professorships A $100,000 endowment contribution establishes a distinguished professorship. These appointments supplement the salary of the recipient and, unless otherwise specified, are considered to be permanent.

Named Professorships A $50,000 endowment contribution or an annual salary supplement gift of $3,000 establishes a named professorship. This appointment supplements the salary of the recipient and may be established permanently or for a specified term that may be renewable.

Visiting Professorships A $25,000 contribution or equivalent in endowment income establishes a visiting professorship. These appointments are generally for a specified term, such as a semester

or an academic year.

Distinguished Lectureships A $10,000 contribution or equivalent in endowment income establishes a distinguished lectureship.

Emeritus Title The title of Professor Emeritus is granted to any member of the faculty in full professorial standing at the time of his retirement, who (1) shall have been a member of the faculty for at least twenty-five years or (2) who shall have been a full professor for at least fifteen years. In either case, the retiring professor must be in good standing.

Other retiring members of the faculty, who are not covered by the above rule, may be granted the title upon the recommendation of the President and the approval of the Board of Curators. Faculty members who have received the emeritus title continue as non-voting members of the University faculty. Their names appear in the list of Officers of Instruction and Administration in University bulletins as well as in University directories.

DUTIES, POWERS, AND RESPONSIBILITIES OF THE FACULTY

The duties, powers, and responsibilities of the University faculty are specifically articulated in the Bylaws of each campus. As a whole, the University faculty directs its professional efforts toward the University's missions of teaching, research, extension, and service.

The various tasks of the faculty member include: instruction, individual tutoring, or consultation and evaluation of students; research, writing, and lecturing on and off campus; scholarly self-improvement; community service; and participating in the formulation of University policy, particularly in academic matters. Each member of the faculty is expected and encouraged to develop a role in the University's educational activities compatible with his/her own interests and talents.

Responsibility and authority for appointment or change of appointment of Vice Presidents, Chancellors, or Curators Professors rests with the Board of Curators.

Responsibility for all academic or non-academic personnel changes in appointment or salaries and the authority to accept resignations or discharge faculty or non-academic employees rests with the President except when such authority has been delegated to the Chancellors.

Freedom of Speech and Assembly

During campus disturbances associated with the Vietnam war, the Board of Curators at its June 30, 1968, meeting adopted the following resolution, which is still in effect:

The University of Missouri will at all times defend the right of free expression of opinion, including the right of peaceful assembly. The University will, indeed, guard this right in behalf of all persons associated with the institution and will not tolerate actions by any individual or group that would seek to restrict the appropriate freedoms of any other individual or group.

The University will not allow any unauthorized occupation of

University facilities, nor will it permit any interference with its normal and regular activities.

Discussion of issues within the University will in no circumstances be conducted under any form of duress.

Attempts at unacceptable building occupation or interference with University business will be dealt with in a manner necessary immediately to relieve the situation. Any students or employees engaged in such activities will face immediate suspension, and may suffer ultimate dismissal.

Statement of Professional Responsibilities, Protest, and Political Activities

On September 5, 1970, the Board of Curators adopted a subsequent resolution providing that each campus faculty develop statements on professional responsibilities and state procedures for handling instances of faculty irresponsibility. Copies of these documents are available from the Office of the Chancellor on the faculty member's campus.

Faculty Activity Survey

Each faculty member is requested each spring to complete a Faculty Activity Survey form. This Survey calls for the member to report among other things his teaching duties, academic advising, course and curriculum research and development, research and creative work, and service activities. This information is sought for the previous two semesters and, if pertinent, for the previous Summer Session.

The Faculty Activity Survey is designed for several purposes useful and important for the University and for the faculty member. It assists in developing instructional unit cost data and in identifying the utilization of faculty. This information has become increasingly a critical necessity in higher education. The Survey also serves to aid department chairpersons and divisional deans inappraising the work of the faculty. In some instances, the Survey has become helpful in determining the amount of merit salary increases to be given and for the substantiation of promotion and tenure action. It is being used

as part of faculty development programs by some departments.

The Survey, basically devised by the National Center for Higher Education Management Systems (NCHEMS), has been modified somewhat to suit University needs. Faculty members at comparable mid-Western state universities also participate in the Survey program.

ACADEMIC TENURE REGULATIONS

On March 17, 1972, the Board of Curators approved revised academic tenure regulations, developed by faculty, administrative and board groups over several years and replacing policies established in 1950.

The regulations are reprinted below in full from the Board of Curators *Collected Rules and Regulations*. The numbering system is that used in the *Collected Rules*.

Academic freedom and economic security of academic staff indispensable to success of University of Missouri

.1 The Board of Curators of the University of Missouri believes that academic freedom and the economic security of its academic staff are indispensable to the success of the University of Missouri in fulfilling its obligations to its students and to society. The Board, therefore, hereby adopts and approves the following principles, the detailed application of which is implemented by the rules and regulations of the Board, and also adopts the following rules and regulations. (Although these rules and regulations cover in some detail certain aspects of the nature of *regular* academic staff positions, appointments thereof, these rules and regulations do not purport to cover in the same detail the nature of *non-regular* academic staff positions, appointments thereto, or the rights of the holders thereof, and do not purport to cover in any way non-academic staff.)

.11 General Principles of Academic Freedom: The Board hereby reaffirms the principles of academic freedom in teaching and research for teachers and academic investigators (herein referred to as teachers). These principles are as follows:

.111 Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression.

.112 Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the protection of the rights of the teacher in teaching and of the student in learning. It carries with it duties correlative with rights. These rights and duties include:

.1121 The teacher is entitled, subject to other rules and regulations of the University, to full freedom in research and in the publication of the results (qualified only insofar as necessary in the case of sponsored research), subject to the adequate performance of his other academic duties; but research for pecuniary return shall be based upon an understanding with the authorities of the University.

.1122 The teacher is entitled to freedom in the classroom in discussing his subject, but has the responsibility not to depart significantly from his area of competence or to divert substantial time to material extraneous to the subject matter of his course.

.1123 The college or university teacher is a citizen, a member of an educational institution, and a member of a learned profession. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educator, he should anticipate that the public may judge his profession and his institution by his utterances and his actions. Hence, he should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he is not an institutional spokesman.

.12 The Principle of Tenure

.121 "Tenure" is the right to be free from dismissal without cause. Tenure is indispensable to the success of an institution of higher education in fulfilling its obligation to the common good.

Regulations governing application of tenure

.2 The following regulations shall govern the application of the principle of tenure at the University of Missouri under which the Board intends to exercise the powers vested in it, but these regulations shall not impair, or be taken to waive, any powers now or hereafter vested in the Board under the Constitution and laws of the State of Missouri.

.21 Classes of academic staff positions: Academic staff positions are those where the principal services performed by the holders thereof are teaching, research, extension or any combination thereof.

.211 Regular. There shall be only four classes of regular academic staff positions designated as such: Professor, Associate Professor, Assistant Professor, and Instruc-

tor. To be a regular position, it must be a full-time appointment, and must carry full-time pay from the University.

.212 Non-regular. All other academic staff positions shall be considered non-regular, whatever the titles thereof may be, including certain positions of Professor, Associate Professor, Assistant Professor, and Instructor. All academic staff positions shall be deemed to be non-regular unless specifically designated as "regular." The following types of non-regular positions are illustrative only and do not purport to constitute a complete list.

.2121 The positions of Visiting Professor, Lecturer, and others of like nature shall be considered special and temporary, and are non-regular.

.2122 The positions of Assistant Instructor, Research Assistant, Research Associate, Graduate Research Assistant, Graduate Teaching Assistant, Extension Assistant, Extension Associate, and others of like nature shall be considered temporary and are non-regular.

.2123 Summer Session positions shall be considered non-regular, whatever the titles thereof may be.

.2124 Part-time positions shall be considered non-regular, whatever the titles thereof may be.

.2125 The positions of federal or state employees or appointees attached or assigned to the University, and others of like nature, shall be considered non-regular, whatever the titles thereof may be.

.2126 The positions of coaches of intercollegiate athletics, whether full- or part-time, shall be considered non-regular, whatever the titles thereof may be.

.2127 Positions in connection with a special department, program, or institute of an experimental or temporary character which may be terminated when the project is discontinued shall be considered non-regular, whatever the titles thereof may be.

.2128 Academic field staff positions in Extension, as such, shall be considered non-regular, whatever the titles thereof may be.

.22 Types of Appointments

.221 There shall be two types of appointments to academic staff positions: term appointments and continuous appointments.

.2211 Term appointments begin at a specified date and terminate at a specified date. Term appointments are usually for a period of one academic year, but may be for a longer or shorter period. Any term appointment for longer than one year may not be for a period equal to or in excess of the maximum number of years under term appointment. Term appointments may be full-time, part-time, initial, connected, disconnected, or terminal appointments.

.2212 Continuous appointments begin at a specified date but have no specified date of termination. Continuous appointments are full-time appointments.

.222 Appointments to regular academic staff positions may be either term appointments or continuous appointments, subject to the limitations stated in Sections .25 and .26 as to the maximum number of years of service under term appointments.

.223 Appointments to non-regular academic staff positions are term appointments. No number of reappointments to any non-regular position shall create any presumption of a right to reappointment on term or continuous basis.

.224 Administrative positions: The administrative functions, titles, and status of the President, the Vice Presidents, Chancellors, Provosts, Vice Provosts, Associate Provosts, Assistant Provosts, Deans, Associate Deans, and Assistant Deans of colleges or schools, Directors, Department Chairmen and other administrators shall be distinct and severable from their functions, titles and status, if any, as academic staff members. An initial appointment may be made to an administrative position simultaneously with an appointment to a regular position.

.23 Tenure

.231 Appointees to academic staff positions under continuous appointments shall have tenure, subject to termination only for cause, for retirement for age in accordance with Board retirement regulations, or under extraordinary circumstances because of financial exigencies. Due consideration shall be given to seniority in terms of academic rank and length of service in the event certain continuous appointments must be terminated because of financial exigencies.

.232 Appointees to academic staff positions under term appointments shall have no rights of tenure. Their appointments shall not be terminated during the term thereof except for cause or under extraordinary circumstances because of financial exigencies. Holders of term appointments have no right to expect employment beyond the end of the term appointment.

.233 No person shall lose tenure status already acquired if he is granted a leave of absence and he reassumes his duties at the end of such leave of absence, if he accepts a change in academic rank, if he accepts appointment or reassignment to a different academic division or campus, or if he accepts appointment to a non-regular position or to an administrative position, unless the appointment is subject to the express condition that he release or waive such tenure status. (As indicated in Section .24, certain shifts or changes may result in the loss of years of service creditable toward the maximum probationary period on his appointment.)

.234 The removal of any person from an administrative position shall not impair his tenure status, if any, as an academic staff member.

.24 Creditable Previous Service: The following rules and guidelines are applicable to determinations of whether an appointee to a regular position is without previous experience so that Section .25 is applicable, or whether Section .26 is applicable and, if so, how much credit should be allowed for previous experience.

.241 Basic Rules

.2411 Beginning with appointment to the rank of full-time Instructor or higher rank, the total probationary period normally should not exceed seven years (actually six years, because the notice that reappointment will not be recommended must be given not later than the end of the sixth year of service), including within this seven-year period full-time service in all institutions of higher education. However, if after a term of probationary service of more than three years in one or more institutions, a teacher is appointed at the University of Missouri, it may be agreed in writing that his new appointment is for a probationary period of not more than four years (actually three years, because the notice that reappointment will not be recommended must be given not later than the end of the third year of service at the University of Missouri), even though thereby his total probationary period in the academic profession is extended beyond the normal maximum of seven years.

.2412 In general, credit for previous service (subject to the maximums stated in Section .26) should be allowed for previous experience in a full-time regular or non-regular academic staff position at the rank of Instructor or higher at this University or a comparable academic position at a comparable institution elsewhere. In making such determination, the spirit as well

as the letter of these rules should be observed.

.242 Types of service to be credited: To be credited, the previous service at this University or at another institution must be the type of service usually performed and with the degree of responsibility usually assumed by the holder of an appointment to a regular academic staff position. If the services actually performed by the appointee to a regular academic staff position were in whole or in substantial part not the services usually performed by appointees to regular academic staff positions, the service may be credited in part or credit may be denied after an evaluation (e.g., J. Doe was Assistant Professor of English at another university but spent all of his time in administration; he may be denied any credit). Service at a junior college duly accredited with this University shall be credited where the principal duties were teaching courses transferable for full credit to this University, but service is not to be credited where the principal duties were teaching courses which are remedial in nature, are post-graduate high school in character, are trade-school courses, or in any other substantial way are not characteristic of courses offered by accredited four-year colleges and by universities. In case of any substantial doubt, credit would not be allowed for service in junior colleges.

.243 Previous service in a different field: Where the previous service at this University or at another institution was in an unrelated field (e.g., J. Doe was Assistant Professor of Surgery and now is being appointed Assistant Professor of Mathematics), or was in a related field but one where the standards or qualifications are substantially different (e.g., J. Doe was Assistant Professor of Business Law in a college of commerce, and now is being appointed Assistant Professor of Law in a School of Law), the previous service may be credited in whole, in part, or credit may be denied after an evaluation.

.244 Previous service at the University of Missouri: Previous service at this University to be credited toward satisfaction of the maximum number of years on term appointments to a regular academic staff position may be any of the following, if the service meets the other criteria for previous service to the credited: (1) prior disconnected service in a regular position in the same department (e.g., J. Doe was Assistant Professor of English for two years; he left to accept an appointment at another university, for one year, but is now returning to the same department); (2) prior disconnected or immediately preceding service in a regular academic staff position in another department, division, or campus; and (3) prior disconnected or immediately preceding service in a non-

regular academic staff position in the same department or in another department, division, or campus. (If the prior service under consideration is an immediately preceding period of service in a regular academic staff position in the same department, the appointment is not an initial appointment and at some earlier time credit will have been allowed for the prior service, if any.) Where the previous service at this University is of such character that it would be credited if it had been performed at another institution, it shall be credited at least to the same extent as if it had been performed at another institution, and more credit may be allowed for previous service at this University.

.245 Evaluating previous service at the University of Missouri: In evaluating previous service at this University under Section .244 above, all pertinent facts and circumstances must be taken into consideration, bearing in mind that the department which ultimately recommends tenured status or a terminal appointment needs a reasonable time to ascertain the current quality of performance and productivity.

.246 Previous service at another institution: To be credited, service at another institution of higher education must have been at an institution which is duly accredited with this University, unless there are exceptional circumstances, in which case full or partial credit may be allowed after an evaluation (e.g., service in a music conservatory, art institute, foreign university, etc.).

.247 Written notice of determination of service to be credited: Prior to or contemporaneous with the tender of an initial appointment to a regular academic staff position under Sections .25 or .26, a determination shall be made as to the years of previous service, if any, to be credited in the particular case. This information must be included in the notice of appointment. If no credit for previous service is given in the notice of appointment, it shall be deemed to be notice that no credit for previous service has been allowed, and this information shall be included on the notice of appointment forms.

.248 Computing years of service toward tenure:

.2481 Years of service under Sections .25 and .26 shall be computed in terms of academic years. One semester equals one-half academic year, and one quarter equals one-third academic year. Not more than one academic year of credit shall be allowed for service during any consecutive twelve month period.

.2482 The following periods of service shall be excluded:

.1 Service in any non-regular position involving duties substantially different from duties in a regular position;

.2 Service while on leave of absence without pay;

.3 Service in Summer Session positions.

.2483 Any period of service for less than one quarter may be disregarded. However, in the case of service which was interrupted during a quarter or semester because the appointee entered the armed forces of the United States, credit for a full quarter or semester shall be allowed. Credit for a full quarter or semester also shall be allowed where a person was relieved from active duty with the armed forces of the United States and within a reasonable time thereafter entered or re-entered academic service, but by reason of the date of the termination of his active military duties he was not able to serve a full quarter or semester.

.2484 In allowing credit for service at this University or at another institution, fractions of an academic year shall be excluded, where crediting such fraction would require administrative decisions at times other than the normal period during the academic year when administrative decisions are made as to recommendations or notices, even if such exclusion will have the effect of extending the probationary period beyond the normal maximum.

.25 Appointments of Persons Without Previous Experience to Regular Academic Staff Positions: The following provisions apply to an initial term appointment and all successive, connected term appointments to a regular academic staff position of a person who has no credit for previous service. (See Section .24 on creditable previous service.)

.251 Instructor: Initial appointment to a regular position at the rank of Instructor shall be a term appointment. The maximum period on term appointments shall not exceed seven years. During the appointee's initial term, and during each succeeding term through his sixth year of service, his dean or other appropriate administrative officer shall make one of the following recommendations, except that recommendations .2511 and .2512 shall not be made during the appointee's sixth year of service:

.2511 That he be reappointed Instructor for a term.

.2512 That he be promoted to Assistant Professor on term appointment. If such recommendation is effected by proper appointment, Section .252 controls thereafter, except that all of the service as an Instructor shall be credited toward said seven year period.

.2513 That he be promoted to Assistant Professor on continuous appointment.

.2514 In exceptional cases, that he be reappointed Instructor on continuous appointment.

.2515 That he be reappointed Instructor on a terminal one year term appointment, expressly stated to be such.

.2516 That he not be reappointed, provided there has been due notice as stipulated in Section .27. A formal recommendation to this effect need not be made to the appointing authority.

.252 Assistant Professor: Inital appointment to a regular position at the rank of Assistant Professor shall be a term appointment. The maximum period on term appointment shall not exceed seven years. During the appointee's initial term, and during each succeeding term through his sixth year of service, his dean or other appropriate administrative officer shall make one of the following recommendations, except that recommendations .2521 and .2522 shall not be made during the appointee's sixth year of service:

.2521 That he be reappointed Assistant Professor on a term appointment.

.2522 That he be promoted to Associate Professor on term appointment. If such recommendation is effected, by proper appointment, Section .253 controls thereafter, except that the maximum period on term appointments shall not exceed seven years, and all of the service as an Instructor or as an Assistant Professor or both shall be credited toward the seven year maximum period.

.2523 That he be promoted to Associate Professor on continuous appointment.

.2524 That he be reappointed Assistant Professor on continuous appointment.

.2525 That he be reappointed Assistant Professor on a terminal one year term appointment, expressly stated to be such.

.2526 That he not be reappointed, provided there has been due notice as stipulated in Section .272. A formal recommendation to this effect need not be made to the appointing authority.

.253 Associate Professor: Initial appointment to a regular position at the rank of Associate Professor normally shall be a term appointment but in very exceptional cases may be a continuous appointment. The maximum period on term appointments shall not exceed five years. During the appointee's initial term, and during each succeeding term through his fourth year of

service, his dean or other appropriate administrative officer shall make one of the following recommendations, except that recommendation .2531 shall not be made during the appointee's fourth year of service:

.2531 That he be reappointed Associate Professor on a term appointment.

.2532 That he be reappointed Associate Professor on continuous appointment.

.2533 That he be promoted to Professor on continuous appointment.

.2534 That he be reappointed Associate Professor on a terminal one year term appointment, expressly stated to be such.

.2535 That he not be reappointed, provided there has been due notice as stipulated in Section .27. A formal recommendation to this effect need not be made to the appointing authority.

.254 Professor: Initial appointment to a regular position at the rank of Professor normally shall be a term appointment but in very exceptional cases may be a continuous appointment. The maximum period on term appointments shall not exceed four years. During the appointee's initial term, and during each succeeding term through his third year of service, his dean or other appropriate administrative officer shall make one of the following recommendations, except that recommendation .2541 shall not be made during the appointee's third year of service:

.2541 That he be reappointed Professor on a term appointment.

.2542 That he be reappointed Professor on continuous appointment.

.2543 That he be reappointed Professor on a terminal one year term appointment, expressly stated to be such.

.2544 That he not be reappointed, provided there has been due notice as stipulated in Section .27. A formal recommendation to this effect need not be made to the appointing authority.

.26 Appointments of Persons with Previous Experience to Regular Academic Staff Positions: The following provisions apply to an initial term appointment and all successive, connected term appointments to a regular academic staff position of a person who has credit for previous service. (See Section .24 on creditable previous service.) An appointment to a regular academic staff position of a person who currently holds such an appointment in the same field at this University, or has held one during the preceding year, shall be deemed to be a reappointment, a change in appointment, or a connected appointment and not a new or initial appointment.

.261 Instructor: The provisions of Section .251 control, except that not more than three years of creditable previous service shall be credited toward the seven year maximum period on term appointments.

.262 Assistant Professor: The provisions of Section .252 control, except that not more than three years of the creditable previous service shall be credited toward the seven year maximum period on term appointments.

.263 Associate Professor: The provisions of Section .253 control, except that not more than one year of the creditable previous service shall be credited toward the five-year maximum period on term appointments. If the appointee has had a substantial period of previous service, the decision whether or not to recommend continuous appointment should be made as soon as reasonably feasible. In exceptional cases, the initial appointment may be a continuous appointment.

.264 Professor: The provisions of Section .254 control, except that not more than one year of the creditable previous service shall be credited toward the four-year maximum period on term appointments. If the appointee has had a substantial period of previous service, the decision whether or not to recommend continuous appointment should be made as soon as reasonably feasible. In exceptional cases, the initial appointment may be a continuous appointment.

.27 Notice that Reappointment to a Regular Position Will Not Be Recommended

.271 When an appointee to a regular position is not recommended for reappointment, notice to that effect shall be given in writing to such appointee by an appropriate administrative officer in accordance with Section .75 by the deadline dates specified in Section .272. A timely terminal appointment expressly stated to be such shall be sufficient notice that the appointee will not be recommended for reappointment at the end of the terminal period.

.272 Notice shall be given:

.2721 Not later than January 31 of the first or second year (be it academic or fiscal) of service at this University, if the appointment expires at the end of such year. (See Section .248 on exclusion of fractions of a year of service).

.2722 Prior to the first day of the terminal year of appointment (be it academic or fiscal) where the terminal year is the third, or subsequent, year of service at this University.

.2723 In exceptional cases where a term appointment, or a series of term appointments, has been

made for a term, or terms, not coincident with either the academic year or the fiscal year, notice shall be given at such date as will provide a comparable period of notice.

.2724 The above standards are to be considered the minimal standards and, wherever feasible, longer notice should be given.

.273 No statement of reason for not recommending reappointment: The non-reappointment of any appointee on term appointment to a regular position shall carry no implication that either his work or his conduct has been unsatisfactory. For this reason it shall not be necessary that he be provided with any statement of causes or reasons for not recommending reappointment.

.274 Length of term appointments to regular positions: Term appointments to regular positions normally are for one year (whether the year be academic or fiscal, and whether the period of service be nine or twelve months) but in appropriate cases appointments for longer or shorter periods may be made. Where an initial term appointment for a year would extend into the next academic or fiscal year, as the case may be, normally a term appointment for the balance of the current year shall be made. If a term reappointment for a longer term would extend the total period of service on term appointments beyond the maximum permissible periods, that term reappointment shall be made for one year only.

.28 Erroneous Term Appointments: Since the granting of academic tenure should be a deliberate act after considered evaluation of the appointee's past performance and his potential performance in the long-range future, a term appointment beyond the maximum permissible period on term appointments prescribed by Sections .2411, .251, .252, .253, .254, .261, .262, .263, or .264 shall not confer tenure *and shall be deemed to be a terminal appointment.*

.29 No Appointment to Non-regular Position After Serving Maximum Period in Regular Position: An appointee to a regular academic staff position who has completed his maximum period of service under term appointments shall not be appointed for a term to a non-regular position involving substantially the same duties.

Notice of appointment or resignation

.3 Notice of Appointment or Resignation

.31 Appointees to academic staff positions shall be notified of the official appointment. Such notice shall include the following information:

.311 Whether the position is regular or non-regular.

.312 Whether the appointment is "nine-month" or "twelve-month."

.313 Whether the appointment is a term, continuous, or terminal appointment.

.3131 In the case of a term appointment to a regular position, the number of years credited toward tenure, including the balance of the current term but excluding the new term, shall be stated.

.314 The notice also shall specifically refer to and incorporate by reference these regulations, a copy of which should be enclosed with the notice of initial appointment.

.32 Notice of Termination of Appointment by the Faculty Member: A faculty member may, at the end of an academic year, terminate his appointment provided that he gives notice in writing at the earliest possible opportunity, but not later than March 15. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

No Impairment of rights of tenure

.4 No Impairment of Rights of Tenure

.41 Nothing contained in these regulations shall be deemed to impair any tenure status, or right to acquire tenure status, of a member of the academic staff on appointment to a regular position under the Academic Tenure Regulations in effect at the time these amended regulations are adopted.

.42 Present members of the academic staff on continuous appointment have acquired tenure.

.43 For present members of the academic staff holding, during the 1971-1972 academic year, a term appointment to a regular position, to determine the maximum probationary period, the years of service as specified by Section 4 or Section 5 as the case may be of the March 10, 1950, Academic Tenure Regulations shall govern.

.44 In the event that on any campus of the University formal proceedings have begun by the written notification to a tenured appointee of a recommendation of removal for cause or to a term appointee of a recommendation of removal for cause during the term, such proceedings shall continue before the appropriate Committee on Tenure in existence at the time these amended regulations are adopted, but such Committee shall, insofar as practicable, follow the procedures provided for in these amended regulations in any additional proceedings.

Faculty Committees on Tenure

.5 Faculty Committees on Tenure

.51 University Faculty Committee on Tenure: There is hereby created a University Faculty Committee on Tenure. This Committee shall be composed of two members from the regular

academic staff of each campus of the University. Each campus faculty, or other body serving the functions of the faculty shall, at a meeting during the second semester of each academic year, elect one person to membership on the Committee to service for the following two academic years, and also elect an alternate member who shall serve whenever the regular Committee member is unable to serve, except that at the first election faculty shall elect two members to the Committee, one to serve for one year, and one to serve for two years, with alternates.

.511 Only professors on continuous appointment are eligible for membership on the Committee. Persons who devote a substantial portion of their time to administrative duties shall not be eligible for membership on the Committee.

.512 The President annually shall appoint from among the elected Committee members a chairman pro tempore, who, if a meeting is necessary, shall call the first Committee meeting, at which time the Committee shall elect from among its members a chairman and a secretary to serve at the pleasure of the Committee. At least one member or alternate from each campus must be present to constitute a quorum.

.52 Campus Faculty Committees on Tenure: There is hereby created a Campus Faculty Committee on Tenure on each campus of the University. This Committee shall be composed of members from the regular academic staff.

.521 Each campus faculty or other body serving the functions of the faculty shall by rule establish the number of members of the Committee, the apportionment among divisions within the campus, and the method of selection of the members and alternates, except as otherwise provided herein.

.522 Members shall be elected from the eligible Professors on continuous appointment. If there are no eligible Professors within the electoral unit then the members shall be elected from the eligible Associate Professors.

.523 Persons who devote a substantial portion of their time to administrative duties shall not be eligible for membership on the Committee.

.524 The Chancellor of the campus shall appoint from among the members a chairman pro tempore, who, if a meeting is necessary, shall call the first committee meeting, at which time the Committee shall elect from among its members a chairman and a secretary to serve at the pleasure of the Committee. At least two-thirds of the members, or their alternates, must be present to constitute a quorum.

Jurisdiction and hearings to determine facts

.6 Jurisdiction and Hearings to Determine Facts: The appropriate Faculty Committee on Tenure shall have jurisdiction to hear any

tenured member of the academic staff who disputes the ruling or recommendation for ruling of any administrative officer concerning his dismissal. Such Committee may also be designated by a rule or regulation of the Board of Curators to hear and make recommendations in other cases with such modifications of procedures as may be provided by the rule or regulation in each instance.

Procedures

.7 Procedures: The following regulations shall be followed for procedures in cases as defined in Section .6.

.71 Faculty Committees on Tenure:

.711 Each campus Faculty Committee on Tenure shall hold hearings within the jurisdiction of this regulation involving tenured personnel in the several academic divisions of the campus it represents.

.712 In any case where the campus Committee determines prior to a hearing that the best interests of all concerned would be served better by a hearing by the University Faculty Committee on Tenure, the campus Committee may transfer the case to the University Committee, in which case the University Committee shall serve in the place and stead of the campus Committee.

.713 In addition to serving in the place and stead of the campus Committee where a case is transferred, the University Committee shall have original jurisdiction to hold hearings involving tenured personnel holding University, rather than campus, academic staff positions.

.72 Formal Proceedings:

.721 Definitions: In the procedures established under Section .7, the following definitions shall apply.

.7211 *Respondent* shall refer to the academic staff member against whom charges are filed.

.7212 *Appointing Authority* shall refer to the Board of Curators or such administrative officer as has been delegated the authority to employ or terminate the employment of the academic staff member against whom charges are filed.

.7213 *Relator* shall refer to either the appointing authority or to such person or persons as may be designated from time to time by the appointing authority to represent him in the formal proceedings against a Respondent. This may be the dean or other appropriate administrative officer recommending action against a Respondent, or another person specifically designated.

.722 Statement of Charges--Request for a Committee Hearing:

.7221 In any case where an action as defined in

Section .6 of these or other regulations is considered by or recommended to the appointing authority, the Respondent shall be notified in writing by the Relator of the proposed action for dismissal and the reasons therefor, called the Charge, and of the right to a hearing by his Faculty Committee on Tenure together with a membership roster of the Committee. If the Respondent desires a hearing, he shall give written notice of his request to the appointing authority within fifteen consecutive calendar days from the receipt of the formal notice. He also shall send copies of his request for hearing to the Relator and to the chairman of the Committee. The Relator shall thereupon file a copy of the Charge with the chairman of the Committee. Failure by the Respondent to make a timely written request for a hearing shall constitute a waiver of his right to a hearing before the Committee.

.7222 Answer: The Respondent shall file a written Answer to the Charge with the chairman of the Committee at least three calendar days prior to the date set for hearing before the Committee. Such answer shall specifically admit or deny the allegations of the reasons contained in the Charge. A failure to answer or to deny an allegation of fact in the Charge may be considered by the Committee as an admission of such fact.

.723 Suspension from Duties and Pay: The appointing authority may, at the time the Respondent is notified in writing of the Charge, or at any time thereafter, suspend the Respondent from part or all of his assigned duties. Suspension may be with or without pay, provided, however, that if such suspension be without pay, final determination of the Charge by the appointing authority shall include a determination of whether such suspension should have been without pay and if determined not to have been justified, shall include an order to repay to Respondent the pay so withheld.

.724 Hearing by Committee:

.7241 If the Respondent makes a timely written request for a hearing by the Committee, the chairman shall notify in writing the Respondent and the Relator of the date, time, and place of hearing before the Committee, which shall be within a reasonable time but not less than ten nor more than thirty consecutive calendar days after the date of the receipt of the request for hearing.

.7242 Any request for continuance shall be made by the Respondent or Relator in writing to the chairman, who shall have the authority in his discretion to continue the hearing within the

time limits fixed under .7241 if he determines the request is timely and made for good cause. Any continuance beyond the time limit fixed must be by action of the Committee and approved by the appointing authority.

.7243 In accordance with standing University policy in personnel matters, such hearings shall not be open to the public.

.725 Conduct of Hearing: The chairman shall preside at the hearing, call the hearing to order, call the role of the Committee in attendance, ascertain the presence or absence of the Respondent, read the notice of hearing, the Charge and Answer, and verify the notice of the Charge to the Respondent, report any continuances requested or granted, establish the presence of any advisor or counselor of either party, call to the attention of the Respondent charged and his advisor any special or extraordinary procedures to be employed during the hearing, and permit the Respondent to suggest or object to procedures. Formal rules of evidence shall not be required.

.7251 Opening Statements:

.1 The Relator shall make opening remarks outlining the general nature of the case and testify to any facts his investigation has revealed.

.2 The Respondent may make a statement to the Committee about the Charge, either at this time or at the conclusion of the Relator's presentation, at his election.

.7252 Relator's Evidence:

.1 Relator's witnesses are to be called and identified and evidence or written statements or reports introduced as appropriate.

.2 The Committee may question witnesses or examine evidence at the conclusion of the Relator's presentation. Respondent may question the Relator or witnesses.

.7253 Respondent's Evidence:

.1 Respondent's witnesses are to be called and identified and evidence or written statements or reports introduced as appropriate.

.2 The Committee may question witnesses or examine evidence at the conclusion of Respondent's presentation. Relator may question the Respondent or witness.

.7254 Rebuttal Evidence: The Committee may permit the Relator or the Respondent to offer any matter in rebuttal of the other's presentation.

.726 Rights of Committee: The Committee on Tenure shall have the right:

.7261 To determine the relevancy and admissibility of any evidence offered at the hearing.

.7262 To permit a stipulation of agreed facts by the Relator and the Respondent.

.7263 To permit the incorporation in the record by a reference of any document, affidavit, or other thing produced and desired to be incorporated in the record by the Relator or the Respondent.

.7264 To question witnesses or other evidence introduced by either the Relator or the Respondent at any time.

.7265 To call additional witnesses.

.7266 To dismiss any action or permit informal disposition at any stage of the proceeding if agreed to by Relator, Respondent, and appointing authority.

.7267 To at any time permit amendment of the Charge or Answer so as to include matters which may come to the attention of the Committee before final determination of the case, provided however, that in such event the Committee shall grant to the Respondent or the Relator such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters.

.7268 To dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chairman of the Committee.

.7269 To have present a legal advisor to the Committee, who shall be designated by the General Counsel of the Board of Curators.

.727 Parties Rights upon Hearing:

.7271 A Relator appearing before a Committee on Tenure for a hearing pursuant to formal notice of a Charge shall have the right:

.1 To be present at the hearing, which right may be waived by failure to appear.

.2 To have a legal or other advisor or counselor of his choice appear with him and to consult with such advisor or counselor during the hearing.

.3 To present evidence by witnesses, properly identified written statements, or reports in support of the Charge.

.4 To hear or examine evidence presented by the Respondent.

.5 To question witnesses present and testifying for Respondent.

.6 To make any statement to the Committee in support of the Charge.

.7 To be informed in writing of the Findings of the Committee and its recommendation on the Charge.

.7272 A Respondent appearing before a Committee on Tenure for a hearing pursuant to formal notice of a Charge shall have the right:

.1 To be present at the hearing, which right may be waived by failure to appear.

.2 To have a legal or other advisor or counselor of his choice appear with him and to consult with such advisor or counselor during the hearing.

.3 To present evidence by witnesses, properly identified written statements or reports of any defense the Respondent desires.

.4 To hear or examine evidence presented to the Committee against him.

.5 To question witnesses present and testifying against him at the hearing.

.6 To make any statement to the Committee in mitigation or explanation of his conduct in question.

.7 To be informed in writing of the findings of the Committee and its recommendation on the charge.

.728 Other Procedural Questions

.7281 Procedural questions which arise during the hearing and which are not covered by these general rules shall be determined by the chairman, whose ruling shall be final unless the chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.

.7282 General Rules of Decorum: The following general rules of decorum shall be adhered to:

.1 All requests to address the Committee shall be addressed to the Chairman.

.2 The chairman shall rule on all requests and points of order and may consult with Committee's legal advisor prior to any ruling. The chairman's ruling shall be final and all participants shall abide thereby unless the chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of Committee by majority vote shall be final.

.3 An advisor or counselor shall be permitted to address the Committee and to question

witnesses. An advisor or counselor may request clarification of a procedural matter or may object on the basis of procedure at any time by addressing the chairman after recognition.

.729 Determination by Committee: The Committee shall then make its findings and determinations by majority vote in executive session out of the presence of the Relator and Respondent. Separate findings of fact are to be made as to each count of the Charge, and a recommendation made based upon the findings of all charges. The Committee before recommending dismissal of Respondent should be reasonably convinced by the evidence that some charges have been sustained and that such charges warrant dismissal.

.7291 Official Report of Findings and Determination: The Committee shall promptly after the hearing and in any event within ten consecutive calendar days make its findings of fact and recommendations in writing and transmit them to the apointing authority, to the Relator and to the Respondent forthwith.

.1 Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by Relator, the Respondent, the Committee or administrative officers will be avoided until the proceedings have been completed, including final appeal.

.2 If the hearing Committee concludes that adequate cause for dismissal has not been established, and therefore tenure is not involved, but that some discipline or penalty less than dismissal may be appropriate, it may recommend that the Record of the Case be referred to the appropriate campus final Committee on Faculty Responsibility for its recommendation to the appointing authority.

.73 Record of Case: A taped or stenographic record of the hearing shall be taken and shall be maintained for five (5) years. The notice, exhibits, hearing record, and the findings and determination of the Committee shall become the "Record of the Case" and shall be filed in the Office of the President of the University and shall be available only for official purposes and for the purpose of appeal be accessible at reasonable times and places to both the Relator and the Respondent. In the event of an appeal, no new evidence shall be taken in the case, but the appellate authority may remand the matter for further evidence to the Committee. Either party may have any such record of the hearing reduced to writing for purposes of appeal at the expense of such party.

.74 Determination by Appointing Authority and Right of Appeal:

.741 If the appointing authority is the Chancellor or other administrative officer, such appointing authority shall make his determination in the matter after giving due consideration to the findings and recommendations of the Committee, and may remand the matter to the Committee for further proceedings. When he has reached a determination, the appointing authority shall notify the Respondent and Relator in writing of his determination and disposition. The Respondent or Relator shall be entitled to appeal to the President of the University as provided in Section .744.

.742 If the appointing authority is the President of the University, the President shall make his determination in the matter after giving due consideration to the findings and recommendations of the Committee, and may remand the matter to the Committee for further proceedings. When he has reached a determination, the President shall notify the Respondent and Relator in writing of his determination and disposition which shall be final unless the Respondent appeals to the Board of Curators as provided in Section .744.

.743 When permitted by these Regulations, the Respondent or Relator may appeal a decision of the appointing authority by filing written notice of appeal within seven (7) consecutive calendar days after notice of the decision of the appointing authority with the appropriate appellate authority. A copy of the Notice of Appeal will simultaneously be given by the Respondent to the Relator or by the Relator to the Respondent. The appealing party may file a written argument confined to the issues and evidence previously submitted and contained in the Record of the Case for consideration by the appellate authority. Such memorandum must be filed with the Notice of Appeal, and the appellate authority may request a reply to such memorandum by the Respondent or Relator. The appellate authority shall have the discretionary right to grant extensions of time.

.744 If the appellate authority be the President of the University, he shall review the full record of the case and the appeal documents and may affirm, reverse, remand the case for further proceedings, or if he concludes that adequate cause for termination has not been established, and therefore tenure is not involved, but that some discipline or penalty less than dismissal may be appropriate, the Record of the Case may be referred to the appropriate campus final Committee on Faculty Responsibility for its recommendation to the appointing authority and he shall notify the Respondent and the Relator in writing of his decision on the appeal.

.7441 The Relator or the Respondent may thereafter appeal to the Board of Curators of the University of Missouri by filing a written Notice of Appeal with the President of the University and the Secretary of the Board of Curators and giving notice to either the Respondent or the Relator, as appropriate. Such Notice of Appeal must be filed within seven (7) consecutive calendar days of the notification of action by the appellate authority. Upon the filing of a Notice of Appeal to the Board, the appellate authority shall cause the Record of the Case, including any written memoranda received during its consideration, to be promptly filed with the Secretary of the Board of Curators.

.7442 The appealing party may file a written argument confined to the issues and evidence previously submitted and considered in the Record of the Case for consideration by the Board of Curators with the Notice of Appeal if he so desires and the other party may file a written reply within seven (7) consecutive calendar days. The President of the University may grant extensions of time for filing written argument.

.745 The Board of Curators shall take such action on the appeal as it deems appropriate. The Secretary of the Board shall notify the Respondent and the Relator in writing of the decision of the Board.

.75 Notice: Any notice required under these Tenure Regulations may be given:

.751 By delivering such notice in person.

.752 By certified mail addressed to the last address currently on record with the administrative unit within which he is employed. Failure of any appointee to have his current correct address on record with the administrative unit within which he is employed shall not be construed to invalidate such notice. If served by certified mail, and the party is thereafter required to do some act or take some proceeding within a prescribed period after service, three days shall be added to the prescribed period.

Related Policies

Special Delegations of Authority

4.0103 Special Delegations of Authority. (Bd. Min. 4-7-67, p. 33, 193.) The President shall have the following specific authority:

.01 General Employments: To make or change academic appointments or salaries within the budget and to accept resignations and discharge faculty and to make or change appointments, change salaries, accept resignations or discharge employees in nonacademic positions, except that any appointment or change of appointment of Vice Presidents, Chancellors, or Curators Professors shall be reported to and approved by the Board before the effective date thereof. All such appointments shall be made, regardless of the terms named in the appointments, subject to termination at the pleasure of the Board of Curators. All annually appointed personnel actions shall be made in writing and filed with the Secretary of the Board prior to the date on which the action shall become effective, and shall be reported to the Board of Curators at the next meeting thereof. Any appointments so made shall be in accordance with existing policies and scales of pay for the University in effect at the time of such appointment.

Dismissal During Term Appointment

5.0110 Dismissal during a term of an academic staff member on term appointment to a regular or non-regular position

.1 A person holding a term appointment to an academic position may be terminated during the term of such appointment for cause.

.2 In the event of a recommendation to the appointing authority that a term appointment be terminated during the term thereof, the holder of such term appointment shall receive written notice or recommendation, with the reasons therefor, called the Charge, and shall have the right to a hearing thereon.

.3 Any hearing in such case shall be conducted by the appropriate Faculty Committee on Tenure and under the procedures as prescribed in Sections 5.0102.5 to 5.0102.75 inclusive of the Collected Rules and Regulations of the University.

FACULTY LEAVE REGULATIONS

Leaves of Absence

The University grants leaves of absence to full-time permanent employees for a variety of reasons.

Leaves with pay include sabbatical, jury duty, death in family, prolonged injury or illness, maternity, or in exceptional cases for foreign service with military or governmental institutions. Leave with pay is granted to a staff member only if the staff member has bonafide intentions of returning to the University at the end of the leave.

Leaves without pay may be granted for military service, summer study, research, government service, and for personal convenience.

Only leaves with pay carry service credit toward retirement.

Sabbatical Leave

Sabbatical leaves, normally one full year at half salary, are granted to faculty members with the rank of Assistant Professor or above and to administrative officers who have met the following conditions:

1. served six years or more in the University.
2. secured formal approval for research or other scholarly activity.
3. agreed to return to the University for at least one year upon conclusion of leave.
4. agreed to submit to the Chancellor a report of work accomplished during leave.

A semester sabbatical leave on full salary may be granted under these conditions in addition to those cited above:

1. The applicant must have an unusually promising research project.
2. The research training of the candidate and his publication

record should clearly indicate that he is well qualified to pursue the proposed research program.

3. There must be valid reasons for the applicant being unable to accept a regular sabbatical leave of a full year on half salary.

Procedures for Application

A faculty member, entitled to sabbatical leave, must prepare an application on a University form. This application form is submitted to the department chairperson, then to the Dean of the division. If the Dean approves, he certifies that the division is able to carry the teaching load of the applicant for the year or semester in question within its available funds. The application will then be referred to the appropriate campus authority. If favorable action is taken, a recommendation from the Dean of the division will then be presented to the campus Chancellor. If approved by the Chancellor, the application form is forwarded to the President and Board of Curators for action.

Special Considerations Relating to Leaves

When a staff member applies for and receives a sabbatical leave and is employed for work approved by the University, the payment to him from University funds (even though he is entitled to the sabbatical leave conditions under half salary) shall not be more than the difference between his University salary and the salary he will receive during his outside employment.

When a sabbatical leave for a single semester is granted to a faculty member on nine-month appointment, the candidate will agree to devote the semester entirely to his research project. For a faculty member on a twelve-months appointment, he shall agree to devote six months to the project.

Sabbatical leave shall not entail any addition to division salary allocations.

Sabbatical leave or the assignment of members of the faculty to non-teaching services, will be on recommendation of the Dean through the Chancellor to the President.

All leaves of absence in excess of thirty days must have approval of the Board of Curators or their delegated representative. A leave may be granted for more than one year but may not be extended beyond the ending date of the employee's appointment.

Service rendered as an Instructor may be included as a part of the six-years service required before the granting of a sabbatical leave.

OTHER POLICIES AFFECTING FACULTY MEMBERS

Extra Compensation and Consultation

Under a policy of the Board of Curators, extra compensation is approved for faculty members in several areas. They include:

For certain types of research, for project leaders of certain institutes, for reading manuscripts for the University Press, for certain Extension activities, and occasionally for other activities.

All requests for extra compensation must be approved by the appropriate Dean and forwarded through the Chancellor to the President's Office.

Consultation is regarded as a significant means of professional improvement and a form of community service. In order that both of these purposes may be served, it is the policy of the University to permit consulting activities which are directly related to the professional interest and improvement of the faculty member, which are in the best interest of the University, and which do not constitute a conflict of interest. Time spent in consultation shall not interfere with regular duties.

Each division is responsible for a continuing review of consultation activities and compensation arrangements and to make an annual report to the Chancellor and appropriate University officers indicating the aggregate time and compensation involved.

Summer Session Salary

Resident teaching on a full-time basis during an eight-week Summer Session shall be reimbursed at not to exceed the rate of one-fifth of the academic year salary.

Full-time research during the Summer Session shall normally be compensated at not to exceed one-fifth of the academic year salary. In unusual circumstances, summer research stipends may exceed one-fifth but in no case shall exceed three-ninths of the academic year

salary for a ten-week assignment.

These compensations are applicable only for those on a nine-month appointment basis.

Pay Periods

Full-time academic staff members, whether on nine- or twelve-months service per year, are paid in twelve equal installments. Payroll checks are available on the first working day of each month. Checks may be obtained at the campus Business Office or, upon the payee's request, will be mailed to his designated bank.

Deductions from monthly salary amounts are made for Federal and State income taxes and Social Security. Arrangements may be made for other University-authorized withholdings.

Nepotism

No person who is related by blood or marriage to any member of the Board of Curators of the University shall be employed by the University. There are no exceptions to this rule.

No restriction is imposed on the employment of persons who are related more remotely than second degree to University employees.

The employment of any person who is related by blood or marriage as closely as the second degree to any employee of the University is discouraged, but where such a person is needed to perform University services and appears to be the best qualified person available, such a person may be employed by the University. There are two exceptions to this rule: (1) where a prospective full-time employee is related to a University employee who would be his administrative superior, and (2) where a relative of an administrative superior in one department is employed in another department and where a prospective employee for the first department is related to an administrative superior in the other department.

University-Sponsored Educational Materials

The University policy concerning the production, ownership, use, and copyrighting of University-sponsored educational materials is

designed to stimulate faculty interest in the production and encouragement of these materials. A publication entitled *Policy on University-Sponsored Educational Materials (Including Copyright)* is available from the Office of the Vice President for Research.

Most educational materials of the University do not need to be copyrighted. However, in instances where educational materials include original artwork, photographs, research documentation, or similar matter, the advisability of securing copyright protection should be reviewed. Such items may have commercial worth, making copyright protection advisable or the University or its faculty, staff, or students may be obligated concerning copyright protection under sponsor contract or grant provisions.

Educational materials composed or produced at the University may require copyright protection for the University; for the faculty, staff, or students involved; or for the sponsor of the work out of which the publications arose.

Ordinarily, such multiple-party copyrights are obtained in the name of the University and the respective rights of the University, the individual faculty, staff, or student contributors and the work sponsors are detailed by special agreements. Such agreements should precede actual production of the publication.

Types of educational materials included under the policy are video and audio recordings, study guides, tests, bibliographies and texts; films, film strips, charts, transparencies, and other visual aids; programmed instructional materials; live video or audio broadcasts; and certain computer systems.

Material is considered "University-sponsored" if the author or producer has been commissioned by the University to develop the material, receives compensation from University-administered funds, and has used substantial University resources.

University-sponsored materials will be owned by the Curators and the material will be copyrighted when such is in the best interests of the University and the author or producer.

The policy states that the materials will be available for internal use by the University, both on and off campus, with the

consent of the author or producer. Licensing or sale of the materials for external use is permitted but will be preceded by a written agreement between the University and the author or producer.

The policy does not affect the traditional University practice that faculty members have personal ownership of books or similar materials they have produced which were not commissioned by the University or supported in any substantial way by the University.

Inquiries about copyright protection for particular educational materials arising or expected to arise in University activities should be directed to the Vice President for Research.

Each inquiry should be accompanied by a full explanation of the persons involved, the educational materials or potential educational material in question, and whether University or extra-University support has been or will be involved in production of the material or its contents.

Patent Regulations

University regulations dealing with patent are described in detail in a publication entitled *Patent Regulations* available from the Office of the Vice President for Research. The regulations are intended to: (1) secure for the public the full benefits of research and investigations made by the University of Missouri, (2) make definite the rights and obligations of employees with respect to any invention developed by them during their employment by the University, (3) establish a uniform procedure by which these rights and obligations may be equitably determined in each case, and (4) encourage and recognize individual and cooperative achievement in research and investigation.

Generally, all inventions arising out of research or other activities on the various campuses are the property of the University with express reservation to the inventor to a share of royalties derived from his invention. Inquiries pertaining to patents should be directed to the Vice President for Research.

Travel

The University maintains automobiles on each campus for authorized

in-state travel by members of the University staff. Airplanes and buses, operated by University pilots and drivers, are available for official group travel within the state. Privately owned automobiles may also be used for official travel, and for such use the University makes a reimbursement at a certain rate per mile, currently twelve cents. Private automobiles are authorized for out-of-state travel only when the reimbursement is less than the commercial air rate.

The general policy of the University is to reimburse authorized persons who travel on official University business for necessary expenses actually incurred. For details, consult the *Business Policy and Procedure Manual*.

Use of University Equipment

The use of University equipment by individuals or organizations for activities not directly connected with the University of Missouri is prohibited.

No such equipment may be taken from University property except where such equipment is to be used for University-related purposes.

Use of University Name

The University shall not be used for commercial or promotional advertising purposes, nor shall the name of the University be identified in any way with the aims, policies, programs, products, or opinions of any organization or its members. Exceptions may be made by the Board of Curators upon the recommendation of the President. When an exception is made, the conditions for using the name will be prescribed.

Calendars

The four campuses of the University operate on the "early" academic calendar. The fall semester begins in late August, and final examinations are held and the fall semester completed in December before the Christmas vacation period. The spring semester begins in mid-January and ends in mid-May.

Starting and ending dates may vary a few days on each campus because of individual campus considerations. Summer Sessions extend

through June and July or into early August.

The University does not hold classes on Labor Day, Independence Day, Thanksgiving Day and the Friday following, Christmas Day, New Year's Day, and Memorial Day during the regular vacation period on the University calendar.

The following holidays are observed by full-time non-academic employees of the University: Labor Day, Thanksgiving Day and the Friday following, Christmas Day, New Year's Day, Washington's Birthday, Memorial Day, Independence Day, and two additional days between July 1 and June 30 which are designated annually.

FACILITIES, RESOURCES, AND SERVICES

Archival Program

The University Archivist is the official custodian of University records and also seeks to obtain for preservation the professional and personal manuscripts of academic and administrative staff and the records of student and faculty organizations.

A University Records and Archives Committee, upon recommendations of the Archivist, determines what University records have administrative, legal, fiscal, or historical value and should not be destroyed or otherwise disposed of. The same procedure is used to authorize destruction or disposal of other records.

The University Records and Archives Committee has issued rules and regulations which are binding on all University academic and administrative staff. Copies of these regulations may be obtained from the office of the University Archivist.

No academic or non-academic members of the University staff may destroy any University records without first obtaining the Archivist's approval.

Research Facilities

University-wide officers operate the following research programs and facilities at these designated locations to aid faculty research projects from each campus:

Environmental Health is concerned with defining and improving man's relationship to his total environment. Included in its activities is the Environmental Trace Substances Center which relates analytical chemistry to the environment and ecologic system. (Columbia)

Office of Industrial Development Studies performs studies in all aspects of industrial development as they apply to plant location and manufacturing operations in Missouri. (Columbia)

Office of Intercampus Instruction facilitates and/or coordinates

the development and operation of the University's effort to use instructional technology and to share instructional programs between the campuses and throughout the state. (Columbia)

Missouri Regional Medical Program is concerned with improving health care within the state as it relates to diseases of the heart, stroke, and cancer and related diseases. (Columbia)

Radiation Safety Officer aids in the safe handling of radioactive materials and supervises the application of Federal and State laws and University regulations in the use of ionizing and non-ionizing sources of radiation. (Columbia)

Research Reactor is designed to operate at ten megawatts. It is a University-wide research facility that serves all four campuses as well as other institutions and Missouri industry. (Columbia)

Sinclair Research Farm provides experimental animals and conducts research in the study of chronic diseases and aging. (near Columbia)

Water Resources Research Center studies the proper utilization of the state's water resources and serves in the application of the provisions of the Water Resources Research Act of 1964 for the State of Missouri. (Columbia)

University Information Services

Working with the Assistant to the President for Communications, University Information Services (UIS) handles informational services, publications, and public relations activities of the University including all such matters emanating from the Board of Curators, the President, University officers, and University operations.

The Assistant to the President for Communications and UIS are available for consultation with the Chancellors and coordinate the informational services, publications, and public relations activities for each campus Office of Public Information.

The Director of University Information Services is responsible for supervising and coordinating University publications, except those of the University Press and the University Development offices. On each campus, the Chancellors or their designated representative are responsible for publications pertaining to campus matters.

University of Missouri Press

The University of Missouri Press is the scholarly book publishing department of the University. Overall operation of the Press is the responsibility of the Director, who reports to the President through the Vice President for Administration. Editorial control of the imprint is vested in the University Press Committee, composed of faculty members from the four campuses who are appointed by the President.

The Press publishes the work of scholars from institutions throughout the United States but is particularly interested in submissions from the University of Missouri faculty. Books published by the Press must be evaluated prior to acceptance by at least two scholars in the discipline involved and must be approved by the Press Committee. The Committee also controls the University of Missouri Studies imprint; eligibility for this monograph series is restricted to manuscripts written by members of the University faculty or manuscripts dealing with Missouri subjects. Manuscripts submitted for the Studies series are evaluated under standard procedures and are published by the Press.

All manuscripts accepted are edited, designed, produced, and distributed by the Press staff. The Press currently publishes eighteen to twenty new books every year.

Film Library

The Academic Support Center on the Columbia campus has a film library whose holdings, in catalog form, are available for use by faculty on all campuses.

UNIVERSITY BENEFITS FOR FACULTY MEMBERS

Several staff benefit programs are available to full-time staff members. Detailed information on the following programs is available from the campus Personnel Offices.

Group Life Insurance

A Group Life Insurance Plan is available to all full-time employees of the University. The employee has the option of (1) coverage in the amount of annual salary (rounded off to the next thousand dollars) for which the employee and the University share the cost or (2) coverage in the amount of $3,000 for which the University pays the full cost.

Accidental Death and Dismemberment

In this program for full-time employees the staff member has the option to enroll only himself or herself or also enrolling spouse and dependent children. Employee coverage is in multiples of $5,000 beginning at $10,000 with a maximum of $150,000. Dependent coverage is according to number of dependents covered and amount of coverage the employee has designated.

Unemployment Insurance

Unemployment insurance is provided members of the faculty and staff under the Missouri Employment Security Law. Benefits for those meeting the requirements are determined by the State Division of Employment Security.

Medical Program

A Medical Benefits Program is available to all full-time employees of the University.

Coverage is offered the employee and immediate family dependents on a medical expense reimbursement basis. Various types of coverage are available.

Long Term Disability Plan

The Long Term Disability Plan is available to all full-time employees of the University. Disability benefits are payable after a one-hundred-forty-nine-day waiting period up to sixty-six and two-thirds percent of annual salary as long as disability continues up to age sixty-five. The maximum annual benefits are $18,000 based upon a $27,000 per year annual salary.

Workmen's Compensation

All academic and non-academic employees of the University, both full time and part time, are extended Workmen's Compensation coverage. The determination as to whether medical expenses and compensation are payable and the amount and the duration of such payments are prescribed by state or other statutes and not by the University or the insurance company.

Retirement, Disability, and Death

The University's retirement plan is for the full-time staff. The staff member makes no payments into the plan either directly or through payroll withholding. If a staff member leaves a University position before reaching retirement age, no retirement benefits are retained unless the staff member is at least thirty-five years of age and has been on the University staff for ten years.

Compulsory retirement age is seventy, with provisions for retirement at sixty-five with full benefits, or fifty-five to sixty-four with reduced benefits.

Coupled with the retirement plan are provisions for disability and death benefits.

Here is the formula for you as a faculty member to determine the amount of retirement or disability payments:

1. From your last ten regular annual salaries, select five consecutive salaries that make the largest five-year total.

2. Divide the total by five to obtain an average annual salary.

3. Multiply by .01 to get one percent of average annual salary.

4. Subtract $4,800 from your average annual salary.

5. Multiply the remainder by .006.

6. Add the figures from step three and step five.

7. Multiply the number of years of service--not to exceed thirty-five--by the total obtained in step six. You now have your annual retirement benefit if you are retirement age today.

8. To determine your monthly retirement benefit, divide the annual retirement benefit by twelve.

Tax Deferred Annuity

The University offers to its full-time staff members a Tax Deferred Annuity Program.

Under the program, the employee may authorize the University to set aside a portion of his salary for the purchase of annuities. The Internal Revenue Code provides that the amount set aside will not be subject to Federal income tax until such time as payments are made to the staff member under the annuity contracts.

The amount which the employee is permitted to set aside under the program varies in accordance to salary and years of service. The minimum amount is twenty-five dollars a month.

Social Security

University employees participate in the Federal Social Security program. Deductions, as specified by Federal regulations, are withheld from employees' monthly paychecks. The University also makes contributions to the Social Security system in behalf of all University employees. Employees are encouraged to check the accuracy of their contributions records with their local Social Security Administration office.

Educational Assistance

Full-time permanent teaching and research staff and full-time permanent administrative, service, and support staff employees may register for not more than six credit hours per semester (three hours for Summer Session) of courses beyond the secondary level.

Those appointed on a full-time nine-month basis, however, may enroll for not more than the maximum number of hours allowed by that campus during the Summer Session, provided they do not hold an appointment for the Summer Session.

Employees enrolling under the Educational Assistance Program may receive credit for courses and will pay twenty-five percent of the normal incidental fee when enrolling but will pay the normal amount on all other fees.

No incidental fee is required if the employee audits courses voluntarily or at the request of the department head. Permission to audit a course, however, must be granted the employee by the instructor in charge. Such attendance will be without enrollment or record.

Credit Union

Programs for both savings and loans are available through the Mizzou Employees Federal Credit Union, authorized by the Board of Curators. Membership in the credit union is open to all employees of the University.

Savings Bonds

Purchase of U.S. Savings Bonds through monthly payroll deductions is possible for employees who wish to do so.

UNIVERSITY POLICY ON STUDENT RECORDS

(The following policy is from the Board of Curators *Collected Rules and Regulations;* the numbering is the same as in that document).

6.04

.0401 Purpose

The purpose of this regulation is to set forth the guidelines governing the protection of the privacy of student records and to implement The Family Educational Rights and Privacy Act of 1974. (Buckley Amendment; Pub. L. 93-380, as amended).

.0402 Definitions

.01 "Directory Information/Public Information" means a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

.02 "Eligible Student" means a student who is attending the University of Missouri.

.03 "Education Records" are those records, files, documents and other materials which contain information directly related to a student and are maintained by the University. "Education Records" do not include:

.0301 Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

.0302 The records and documents of the University of Missouri Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction.

.0303 In the case of persons who are employed by the University but who are not in attendance at the

University, records made and maintained in the normal course of business which relate exclusively to such person and that person's capacity as an employee where the records are not available for any other purpose.

.030 All records on any University student which are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his professional or para-professional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

.04 "Parent" means a natural parent, an adoptive parent, of the legal guardian of the student.

.05 "Party" means an individual, agency or organization.

.06 "Personally Identifiable" means that the data or information includes the name of a student, the student's parent, or other family member, the address of the student, a personal identifier such as the student's social security number or student number, a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or other information which would make it possible to identify the student with reasonable certainty.

.07 "Record" means information or data recorded in any medium, including, but not limited to handwriting, print, tapes, film, microfilm and microfiche.

.08 "Student" means any person who is attending or has attended the University where the University maintains education records or personally identifiable information on such person. However, the term does not include a person who has not been in attendance at the University of Missouri.

.0403 Notification by the University

The University shall inform its eligible students, annually, by including in each campus information manual, or other publication reasonably calculated to give actual notice of the following:

.01 The types of education records and information currently

maintained by the University.

.02 The name and position of the official currently responsible for the maintenance of each type of record, the persons who have access to those records, and the purpose for which they have access.

.03 The current University policy for reviewing and expunging education records.

.04 The current University procedure established for providing student access to education records.

.05 The University procedure for requesting a hearing to challenge the content of education records.

.06 The cost which will be charged to the student for reproducing copies of the education record.

.07 The categories of information which the University had designated as directory information/public information.

.0404 The University shall not require eligible students to waive their right to access to their education records, however, a student or person applying for admission may waive his or her right to access to confidential statements on admission, employment or honorary recognition by complying with the procedures set forth in paragraph 6 except that such waiver shall apply to recommendations only if the student is, upon request, notified of the names of all persons making confidential recommendations and such recommendations are used solely for the purpose for which they were specifically intended. Waivers will not be required as a condition for admission, receipt of financial aid, or receipt of any other services or benefits offered by the University.

.0405 The University shall provide students who are or have been in attendance at the University access to their educational records except as provided in 6.0406.

.0406 Limitations on Access

The University will not make available to students the following materials:

.01 Financial records of the parents of students or any information contained therein.

.02 Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.

.03 Confidential recommendations respecting admission to the University, application for employment and receipt of an honor or honorary recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404.

.0407 Access Rights

The right to access as specified in 6.0405 shall include:

.01 The right to be provided a list of the types of education records which are maintained by the institution and are directly related to students.

.02 The right to inspect and review the content of those records.

.03 The right to obtain copies of those records which may be at the expense of the student but not to exceed the actual cost of reproduction.

.04 The right to a response to reasonable requests for explanations and interpretations of the education records.

.05 The right to an opportunity for a hearing to challenge the content of those records.

.06 If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

.0408 Destruction of Records

The University may destroy any records if not otherwise precluded by law, provided, that if a student has requested access to such records prior to the University making its decision to destroy the record, the student shall be provided a copy of such record prior to their destruction.

.0409 Students who are or have been in attendance at a University may have an opportunity for a hearing to challenge the content of such student's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of such student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein and to insert into such records a written explanation respecting the content of such records.

.0410 Informal Proceedings

The University official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the University's educational records through informal meetings and discussions with the student.

.0411 Formal Proceedings

Upon the request of the University official charged with custody of the records or the student the hearing required by 6.0409 shall be conducted.

.01 The request for a hearing shall be submitted in writing to the campus Chancellor who will appoint a hearing officer or a hearing committee to conduct the hearing.

.02 The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to 10 days prior written notice of the time and place of the hearing.

.03 The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.

.04 The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing.

.05 The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

.06 Either party may appeal the decision of the hearing official or officials to the campus Chancellor. Appeal from the Chancellor's decision is to the President. Appeal from the President is to the Board of Curators.

.0412 Consent

The University shall not permit access to or the release of education records or personally identifiable information contained therein (other than directory information/public information) without the written consent of the student, to any party other than the following:

.01 Other school officials, including teachers within the educational institution or local educational agency who have been determined by such agency or institution to have legitimate educational interests.

.02 Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if requested, and has an opportunity for a hearing to challenge the content of the record.

.03 The Comptroller General of the United States, the Secretary of Health, Education and Welfare, the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education.

.04 In connection with a student's application for, or receipt of financial aid.

.05 State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to a state statute adopted prior to November 19, 1974.

.06 Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which the study is conducted.

.07 Accrediting organizations in order to carry out their accrediting functions.

.08 Parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954.

.09 In compliance with the judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith by the University.

.0413 Content of Consent

Where the consent of an eligible student is required for the release of education records, it shall be in writing, be signed and dated by the student and shall include (a) a specification of the records to be released, (b) the reason for such release, (c) the names of the parties to whom such records will be released, (d) a copy of the records released shall be provided to the student on the student's request.

.0414 Release of information for health or safety emergencies.

The University may release information from the education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. The factors which will be taken into account in determining whether the records may be released under this section included the following:

.01 The seriousness of the threat to the health or safety of the student or other persons;

.02 The need for such records to meet the emergency;

.03 Whether the persons to whom such records are released are in a position to deal with the emergency;

.04 The extent to which time is of the essence in dealing with the emergency.

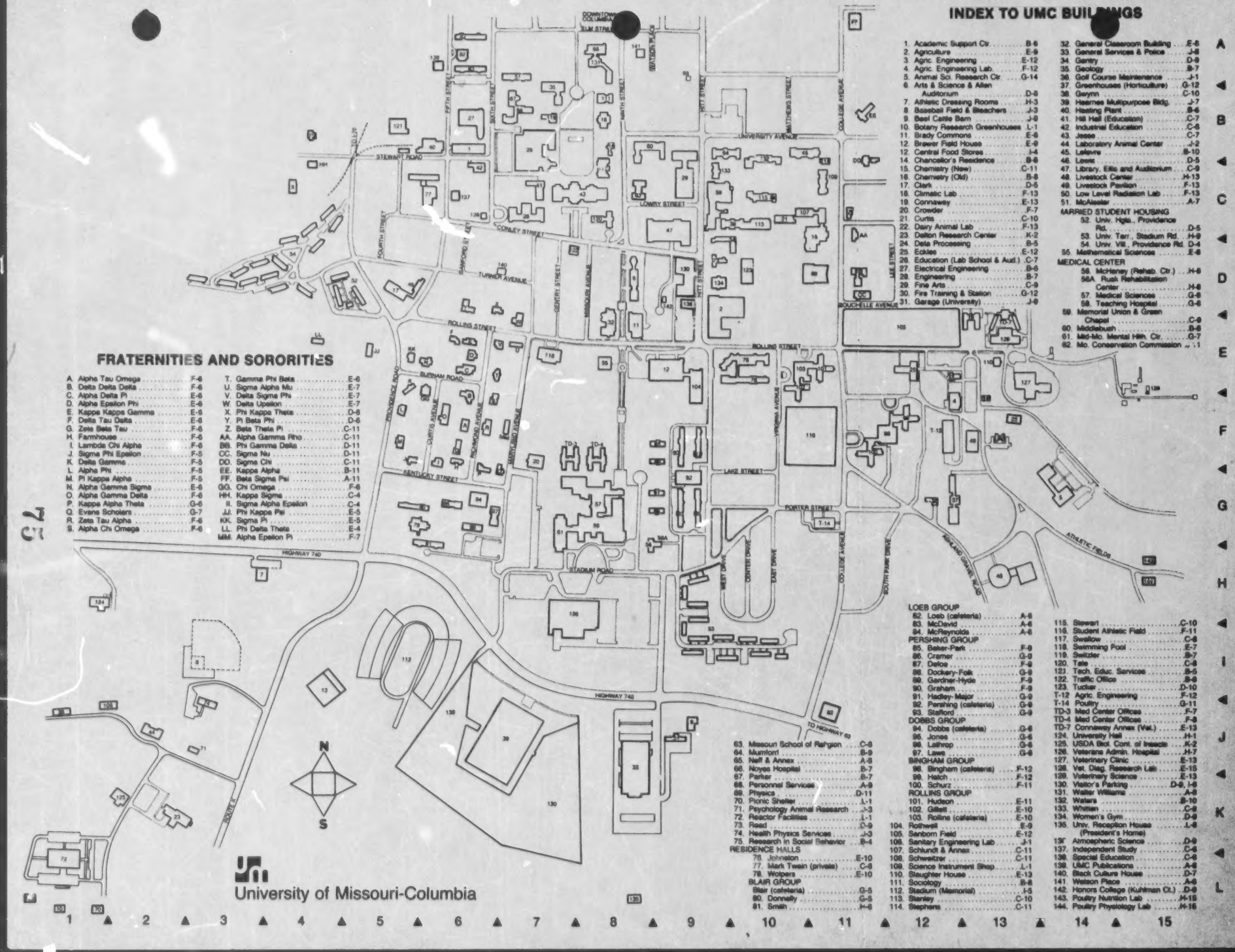
.0415 Record of Access

The University shall maintain a record kept with the education records of each student, which will indicate all parties except University officials who have requested or obtained access to a student's education records maintained by the University and such record will indicate specifically the legitimate interest that each party has in obtaining the information.

This record of access shall be available only to the student, to the school official and his or her assistant who are responsible for the custody of the records, and to University officials who have a legitimate educational interest and to those charged with responsibility of auditing the operation of the system.

.0416 Transfer of Information by Third Parties

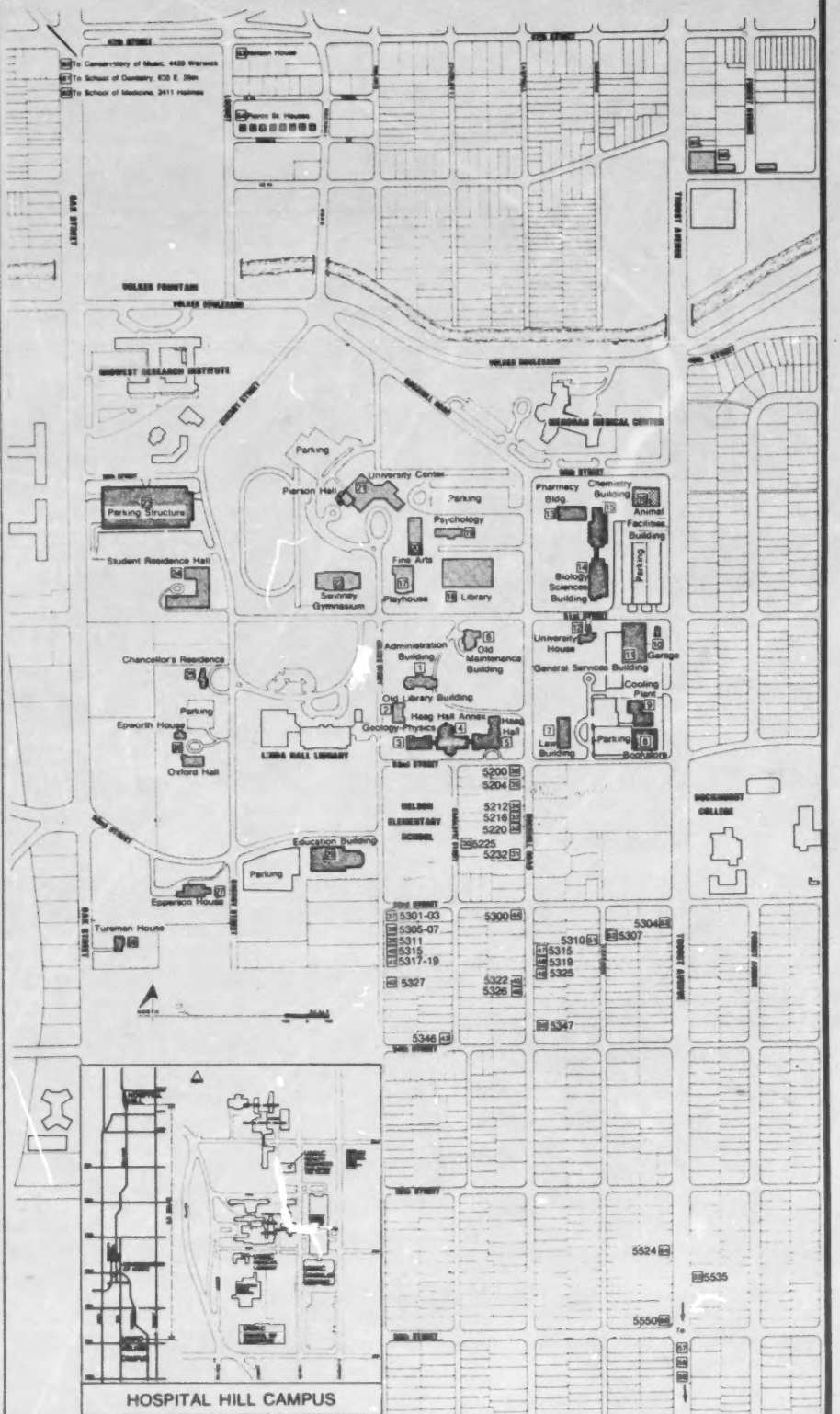
The University should not release personal information on a student except on condition that the party to which such information is being transferred will not permit any other party to have access to such information without the written consent of the student. The University shall include, with any information released to a third party, a written statement which informs such party of the requirement that it may not be released without the written consent of the student.


INDEX TO UMC BUILDINGS
1. Academic Support Ctr. B-6
2. Agriculture E-9
3. Agric. Engineering E-12
4. Agric. Engineering Lab. F-12
5. Animal Sci. Research Ctr. G-14
6. Arts & Science & Allen Auditorium D-8
7. Athletic Dressing Rooms H-3
8. Baseball Field & Bleachers J-3
9. Beef Cattle Barn J-9
10. Botany Research Greenhouses L-1
11. Brady Commons E-9
12. Brewer Field House J-9
12. Central Food Stores J-4
14. Chancellor's Residence B-8
15. Chemistry (New) C-11
16. Chemistry (Old) B-8
17. Clark D-6
18. Climatic Lab F-13
19. Connaway E-13
20. Crowder F-7
21. Curtis C-10
22. Dairy Animal Lab F-13
23. Dalton Research Center K-2
24. Delta Processing B-5
25. Eckles E-12
26. Education (Lab School & Aud.) C-7
27. Electrical Engineering B-6
28. Engineering B-7
29. Fine Arts C-9
30. Fire Training & Station G-12
31. Garage (University) J-9
32. General Classroom Building E-8
33. General Services & Police J-8
34. Gentry D-9
35. Geology B-7
36. Golf Course Maintenance J-1
37. Greenhouses (Horticulture) G-12
38. Gwynn C-10
39. Hearnes Multipurpose Bldg. J-7
40. Heating Plant B-6
41. Hill Hall (Education) C-7
42. Industrial Education C-8
43. Jesse C-7
44. Laboratory Animal Center J-2
45. Lefevre B-10
46. Lewis D-5
47. Library, Ellis and Auditorium C-9
48. Livestock Center H-13
49. Livestock Pavilion F-13
50. Low Level Radiation Lab F-13
51. McAlester A-7
MARRIED STUDENT HOUSING
52. Univ. Hgts., Providence Rd. D-5
53. Univ. Terr., Stadium Rd. H-9
54. Univ. Vill., Providence Rd. D-4
55. Mathematical Sciences E-8
MEDICAL CENTER
56. McHaney (Rehab. Ctr.) H-8
56A. Rusk Rehabilitation Center H-8
57. Medical Sciences G-8
58. Teaching Hospital G-8
59. Memorial Union & Green Chapel C-9
60. Middlebush B-8
61. Mid-Mo. Mental Hlth. Ctr. G-7
62. Mo. Conservation Commission J-1
FRATERNITIES AND SORORITIES
A. Alpha Tau Omega F-6
B. Delta Delta Delta F-6
C. Alpha Delta Pi E-6
D. Alpha Epsilon Phi E-6
E. Kappa Kappa Gamma E-6
F. Delta Tau Delta E-6
G. Zeta Beta Tau F-6
H. Farmhouse F-6
I. Lambda Chi Alpha F-6
J. Sigma Phi Epsilon F-5
K. Delta Gamma F-5
L. Alpha Phi F-5
M. Pi Kappa Alpha F-5
N. Alpha Gamma Sigma E-6
O. Alpha Gamma Delta F-6
P. Kappa Alpha Theta G-6
Q. Evans Scholars G-7
R. Zeta Tau Alpha F-6
S. Alpha Chi Omega F-6
T. Gamma Phi Beta E-6
U. Sigma Alpha Mu E-7
V. Delta Sigma Phi E-7
W. Delta Upsilon E-7
X. Phi Kappa Theta D-6
Y. Pi Beta Phi D-6
Z. Beta Theta Pi C-11
AA. Alpha Gamma Rho C-11
BB. Phi Gamma Delta D-11
CC. Sigma Nu D-11
DD. Sigma Chi C-11
EE. Kappa Alpha B-11
FF. Beta Sigma Psi A-11
GG. Chi Omega F-6
HH. Kappa Sigma C-4
II. Sigma Alpha Epsilon C-4
JJ. Phi Kappa Psi E-5
KK. Sigma Pi E-5
LL. Phi Delta Theta E-4
MM. Alpha Epsilon Pi F-7
LOEB GROUP
82. Loeb (cafeteria) A-6
83. McDavid A-6
84. McReynolds A-6
PERSHING GROUP
85. Baker-Park F-9
86. Cramer G-9
87. Defoe F-9
88. Dockery-Foik G-9
89. Gardner-Hyde F-9
90. Graham F-9
91. Hadley-Major G-9
92. Pershing (cafeteria) G-9
93. Stafford G-9
DOBBS GROUP
94. Dobbs (cafeteria) G-6
95. Jones G-6
96. Lathrop G-6
97. Lawe G-6
BINGHAM GROUP
98. Bingham (cafeteria) F-12
99. Hatch F-12
100. Schurz F-11
ROLLINS GROUP
101. Hudson E-11
102. Gillett E-10
103. Rollins (cafeteria) E-10
104. Rothwell E-9
105. Sanborn Field E-12
106. Sanitary Engineering Lab J-1
107. Schlundt & Annex C-11
108. Schweitzer C-11
109. Science Instrument Shop L-1
110. Slaughter House E-13
111. Sociology B-8
112. Stadium (Memorial) J-5
113. Stanley C-10
114. Stephens C-11
115. Stewart C-10
116. Student Athletic Field F-11
117. Swallow C-9
118. Swimming Pool E-7
119. Switzler B-7
120. Tate C-8
121. Tech. Educ. Services B-5
122. Traffic Office B-9
123. Tucker D-10
T-12 Agric. Engineering F-12
T-14 Poultry G-11
TD-3 Med Center Offices F-7
TD-4 Med Center Offices F-8
TD-7 Connaway Annex (Vet.) E-13
124. University Hall H-1
125. USDA Biol. Cont. of Insects K-2
126. Veterans Admin. Hospital H-7
127. Veterinary Clinic E-13
128. Vet. Diag. Research Lab E-13
129. Veterinary Science E-13
130. Visitor's Parking D-9, I-9
131. Walter Williams A-8
132. Waters B-10
133. Whitten C-9
134. Women's Gym D-9
135. Univ. Reception House (President's Home) J-8
136. Atmospheric Science D-9
137. Independent Study C-8
138. Special Education C-8
139. UMC Publications A-8
140. Black Culture House D-7
141. Watson Place A-8
142. Honors College (Kuhlman Ct.) D-9
143. Poultry Nutrition Lab H-15
144. Poultry Physiology Lab H-15
DOWNTOWN COLUMBIA
ELM STREET
SEVENTH PLACE
PATH STREET
SIXTH STREET
NINTH STREET
HITT STREET
MATTHEWS STREET
UNIVERSITY AVENUE
COLLEGE AVENUE
STEWART ROAD
LOWRY STREET
CONLEY STREET
FOURTH STREET
SANFORD ST. EXT.
TURNER AVENUE
GENTRY STREET
MISSOURI AVENUE
LEE STREET
BOUCHELLE AVENUE
ROLLINS STREET
BURNAM ROAD
PROVIDENCE ROAD
DARTS AVENUE
RICHMOND AVENUE
MAYFIELD AVENUE
KENTUCKY STREET
VIRGINIA AVENUE
LAKE STREET
PORTER STREET
WEST DRIVE
CENTER DRIVE
EAST DRIVE
SOUTH PARK DRIVE
ROLLINS GRAVEL ROAD
ATHLETIC FIELDS
STADIUM ROAD
HIGHWAY 740
TO HIGHWAY 63
SOUTH
N
S
University of Missouri-Columbia
A
B
C
D
E
F
G
H
I
J
K
L
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

UNIVERSITY OF MISSOURI-KANSAS CITY
CAMPUS MAP

□ Land Owned by University of Missouri-Kansas City

DIRECTORY	
Office	Bldg.
Academic Advising	4
Accounting	11
Addressograph	56
Administration, School of	28
Management Development Ctr.	50
Admissions	1
Alumni, Constituent Relations	28
Animal Research Center	16
Art & Art History	20
Art Gallery	20
Arts & Sciences, Dean	4
Audio Visual	57
Biology	14
Bookstore	8
Buildings & Grounds, Supt.	11
Business Officer	1
Business Services, Director	55
Carpenter Shop	11
Cashier's Office	11
Central Box Off.	21
Chancellor	1
Chemistry	15
Computing Serv.	1
Conservatory of Music	27,60
Dance Studio	58
Construction Off.	6
Continuing Education	59
Copy Services	18
Cultural Events	59
Custodial Office	6
Dentistry, Sch. of	61
Development, Director	28
Dormitory	24
Economics	4
Education, Sch. of	29
Engineering	2,66
English	40
Finance Office	11
Foreign Lang.	4
Foreign Student Advisor	1
Garage	10
Geosciences	3
Graduate School	38
Health Sciences, Provost	62
History	36
Law, School of	7
Law Review	59
Library	18
Mail Room	56
Maintenance Shop	11
Mathematics	3
Medicine, Sch. of	62
New Letters	43
Payroll	6
Personnel	12
Pharmacy, Sch. of	13
Philosophy	44
Physical Education	22
Physical Plant	11
Physical Science	3
Physics	65
Playhouse	17
Police	35
Political Science	5
Printing	55
Provost	1
Psychology	37,41,19
Public Information, Office of	63
Publications Bureau	55
Purchasing	11
Radio Station KCUR-FM	42
Registrar	1
Registration and Records	1
Research Admin.	38
Residence Hall	24
Safety Representative	12
Sociology	30,31
Speech	20
Public Address & Debate/ Forensics	52
Speech & Hearing Science	32
Statistics & Studies	12
Storeroom	11
Student Activities	21
Student Assn.	21
Student Counseling & Testing	48,49
Students, Dean of	1
Student Financial Aid	51
Student Health Service	1
Student Housing	24
Student Placement & Career Planning	2
Television Studio	20
Theatre	17
Traffic Safety	35
University Center	21
University News	58
University Senate	46
Veterans Certification	1
Women's Resource Service	49



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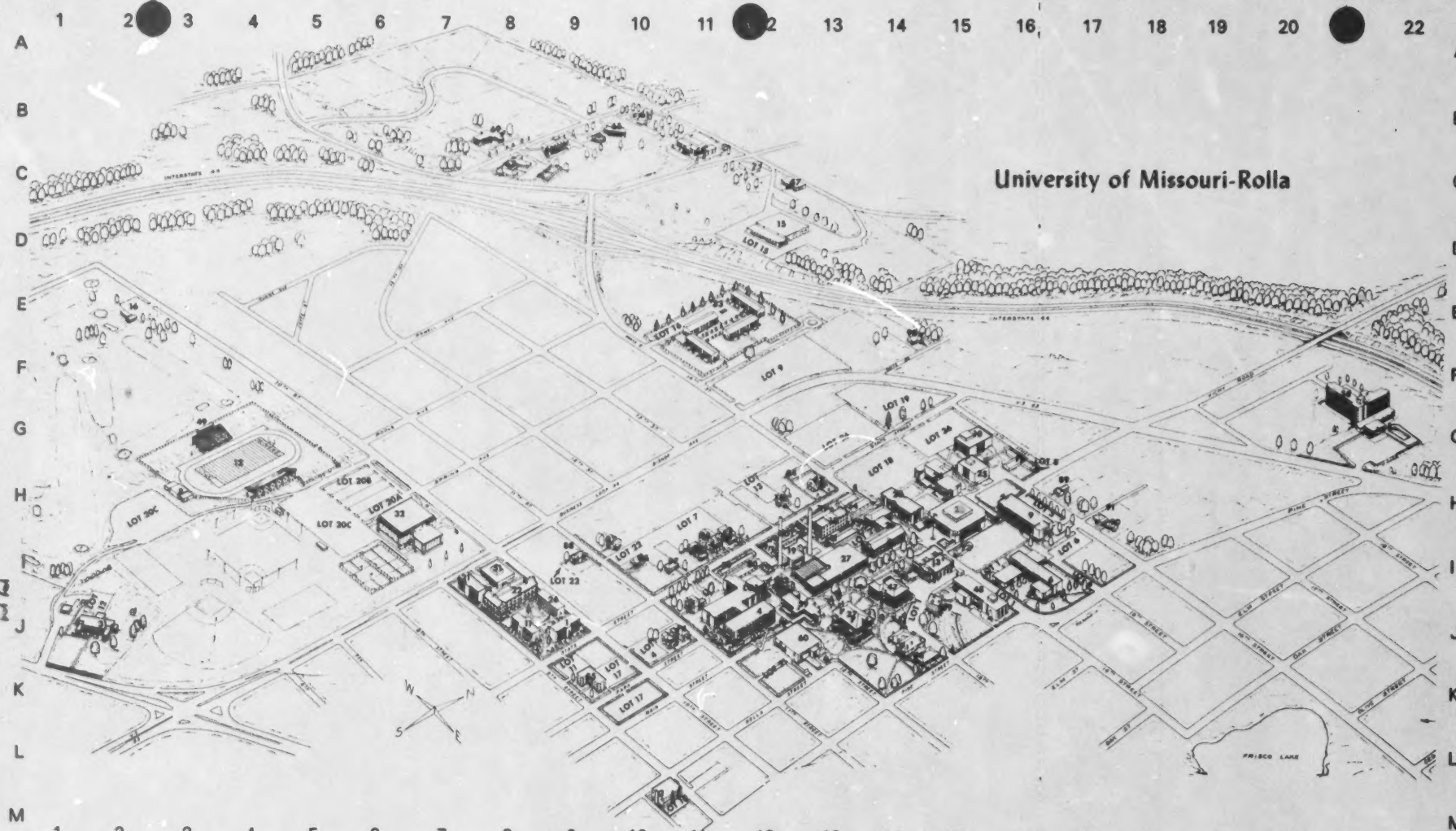


INDEX OF BUILDINGS

1.	Altman Hall	J-9
2.	Buehler Building	M-10
3.	Chancellor's Residence	J-11
4.	Chemistry-Chemical Engineering	J-12
5.	Chemical Metal Bldg. (Old)	H-13
6.	Civil Engineering	I-16
7.	Compressible Flow Laboratory	C-12
8.	Dressing Facility (Outdoor Sports)	M-3
9.	Electrical Engineering	H-16
10.	Engineering Research Bldg.	G-15
11.	Ferrer Hall	J-8
12.	Football Field	G-4
13.	Fulton Hall	I-15
14.	General Services	D-12
15.	Golf Shop	E-2
16.	Harris Hall	H-13
17.	Heating & Power Plant	I-12
18.	Humanities-Social Sciences	H-14
19.	Jackson Hall	I-7
20.	Kelly Hall	I-8
21.	Library	H-15
22.	Math-Computer Science	H-15
23.	Materials Research	H-15
24.	McAnaney Hall	J-9
25.	Mechanical & Aerospace Engr.	I-13
26.	Mining Engineering Building	H-14
27.	Mo. State Land Survey Authority	J-2
28.	Multi-Purpose Building	H-6
29.	Nagogami Terrace Stud. Apts.	E-11
30.	Norwood Hall	J-13
31.	Nuclear Reactor Building	J-15
32.	Old Cafeteria	I-13
33.	Old Metallurgy	J-14
34.	Parker Hall	I-14
35.	Physics	I-15
36.	Press Box	G-3
37.	Public Information	I-11
38.	Reyl Dining Hall	I-8
39.	Rolla Building	I-12
40.	Science Laboratory Bldg. (Old)	H-13
41.	Stuart Apts. (Married Students)	K-9
42.	Thomas Jefferson Hall (Private)	F-21
43.	Student Health Service-Infirmary	I-11
44.	Temporary Research Facility	C-12
45.	Thomas Jefferson Hall (Private)	F-21
46.	University Center (West)	J-13
47.	University Center (East)	J-13

CAMPUS FRATERNITY HOUSES

61.	Alpha Epsilon Pi	B-10
62.	Beta Sigma Psi	C-9
63.	Delta Sigma Phi	B-10
64.	Kappa Alpha	C-8
65.	Kappa Sigma	C-11
66.	Sigma Tau Gamma	B-8

TEMPORARY BUILDINGS

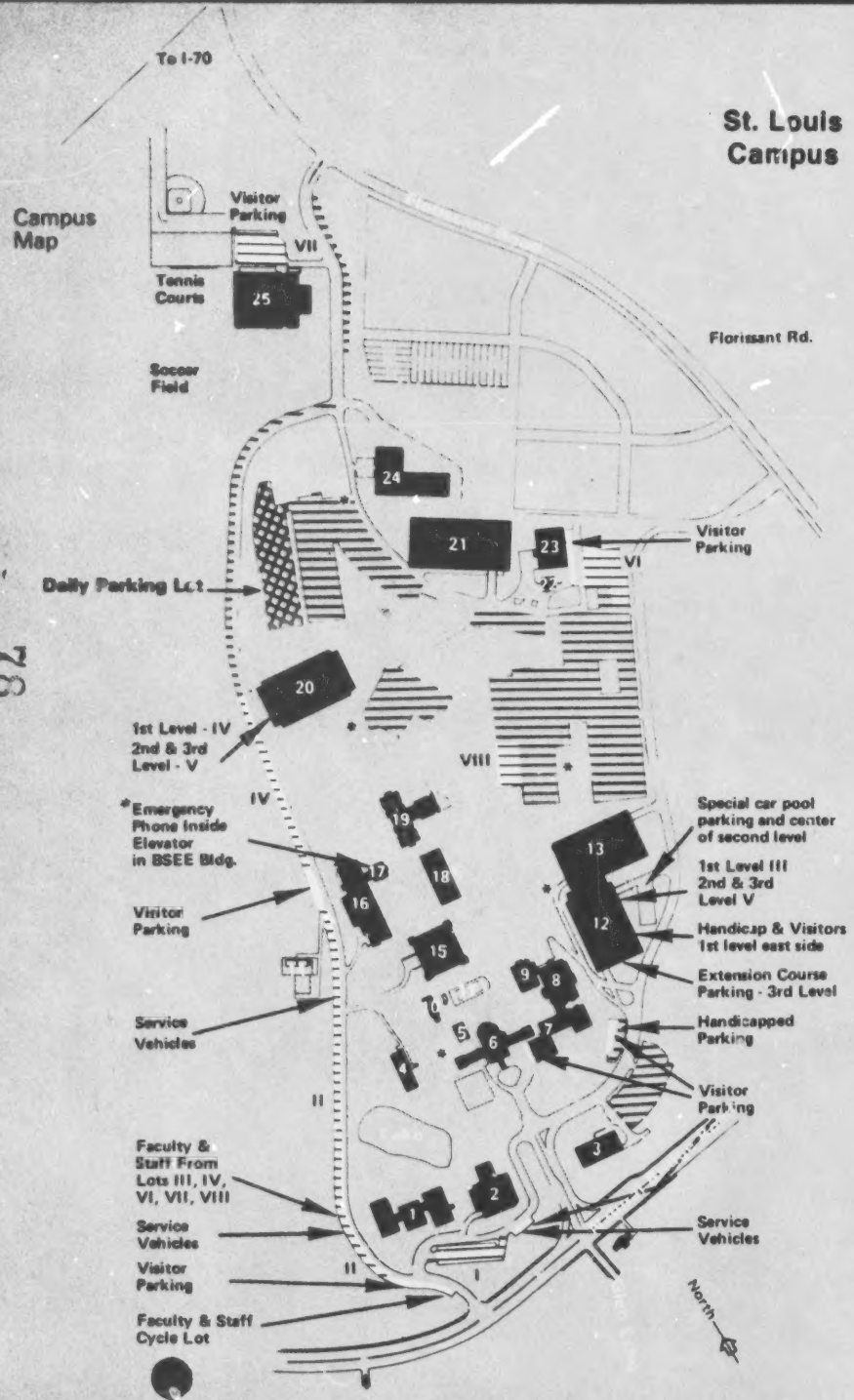
70.	T-1 (Storage)	H-13
71.	T-2 Military (Rifle Range)	H-16
72.	T-3 Offices	J-11
73.	T-4 Nuclear Engr. Offices	I-15
74.	T-5 Extension Building	J-11
75.	T-6 Radio Station KMSM (Student)	H-13
76.	T-7 Military Supply Building	G-16
77.	T-9 Computer Science (Add. Offices)	H-12
78.	T-10 Chemical Engineering	I-11
80.	T-11 Technical Services	I-12
83.	T-14 1311 State Street	H-13
84.	T-15 Mathematics	H-12
85.	T-16 Social Sciences	I-10
87.	T-18 University Services	I-10
88.	T-19 609 W. 11th Street	I-9
89.	T-20 310A W. 16th Street	H-17
90.	T-21 Civil Engineering	H-17
91.	T-22 Electrical Engineering	H-17
96.	T-26 Student Personnel, Co-Op Program and Extension	I-11
97.	T-27 University Police	I-10
98.	T-28 No. 3 Watts Drive	B-14

INDEX TO OFFICES

47.	Administration (Parker Hall)	I-14
47.	Admissions (Parker Hall)	I-14
31.	Air Force ROTC (Mo. Land Survey)	J-2
18.	Alumni (Harris Hall)	H-13
31.	Army ROTC (Mo. Land Survey)	J-2
32.	Athletics & Physical Education (Multi-Purpose)	H-6
59.	Auxiliary Enterprises (University Center West)	J-13
41.	Band Director (Old Cafeteria)	I-13
47.	Business Office (Parker Hall)	I-14
47.	Cashier's Office (Parker Hall)	I-14
13.	Ceramic Engineering (Fulton)	I-15
47.	Chancellor (Parker Hall)	I-14
4.	Chemical Engineering (Chemistry-Chemical Engineering)	J-12
4.	Chemistry (Chemistry-Chemical Engr.)	J-12
6.	Civil Engineering (Civil Engr.)	I-16
24.	Computer Center (Math-Computer Science)	H-15
24.	Computer Science (Math-Computer Science)	H-15
15.	Construction Department (General Services)	D-12
96.	Co-Op Program (T-26)	I-11
53.	Counseling Center (Rolla)	I-12
16.	Development Office (Harris Hall)	H-13
9.	Electrical Engineering (Electrical Engineering)	H-16
9.	Electronics Research Center (Electrical Engineering)	H-16
29.	Engineering Technology (Mining Engineering)	H-14
18.	Engineering Management (Harris Hall)	H-13
45.	Engineering Mechanics (Old Metallurgy)	J-14
6.	Environmental Research Center (Civil Engineering)	I-16
74.	Extension Services (T-5)	J-11
37.	Geology & Geophysics (Norwood Hall)	J-13
29.	Geological Engineering (Mining)	H-14
37.	Geophysical Observatory (Norwood Hall)	J-13
37.	Graduate Center-Cloud Physics (Norwood Hall)	J-13
25.	Graduate Center-MRC (Materials Research)	H-15
59.	Housing (University Center West)	J-13
20.	Humanities (Humanities-Social Sciences)	H-14
23.	Instructional TV (Library)	H-15
47.	Institutional Studies (Parker Hall)	I-14
27.	International Programs (Norwood Hall)	J-13
23.	Library (Library)	H-15
4.	Life Sciences (Chemical Engineering)	J-12
24.	Mathematics (Math-Computer Science)	H-15
27.	Mechanical & Aerospace Engr. (Mech. Engr.)	I-13
13.	Metallurgical Engineering (Fulton Hall)	I-15
29.	Mining, Petroleum & Geological Engineering (Mining Engineering)	H-14
39.	Nuclear Reactor	J-15
73.	Nuclear Engineering (T-4)	I-15
47.	Personnel Office (Parker Hall)	I-14
15.	Physical Plant (General Services)	D-12
48.	Physics (Physics)	I-15
2.	Placement (Buehler)	M-10
80.	Public Information Office (T-22)	I-11
15.	Purchasing (General Services)	D-12
75.	Radio Station KMSM-Student (T-6)	H-13
23.	Radio Station KUMR (Library)	H-15
47.	Registrar (Parker Hall)	I-14
47.	Research Coordinator's Office (Parker Hall)	I-14
2.	Rock Mechanics & Explosives Res. (Buehler)	M-10
20.	Social Sciences (Humanities-Social Sciences)	H-14
23.	Space Science Research Center Materials Research)	H-15
47.	Student Financial Aid	I-14
86.	Student Health Service-Infirmary (1111 State Street)	I-111
44.	Student Personnel (T-26)	I-11
47.	Student Services (Parker Hall)	I-14
80.	Technical Services (T-11)	I-12
6.	Transportation Institute (Civil Engr.)	I-16
59.	University Center (West)	J-13
60.	University Center (East)	J-13
97.	University Police (T-27)	I-10
87.	University Services (T-18)	I-10
15.	Warehouse (General Services)	D-12
37.	Water Resources & Research Center (Norwood Hall)	J-13
26.	Women's Residence Hall (McAnaney Hall)	J-9

St. Louis Campus

Campus Map



Map

Key to Map

1 Benton Hall
2 Stadler Hall
3 Administration Building (under construction)
4 University Center Annex
5 Physical Plant Shop
6 Administration Building
7 J.C. Penney Continuing Education Building
8 University Center
9 University Center
10 Campus Shop
11 Swimming Pool
12 Parking Garage
13 Parking Garage
14 Power Substation
15 Thomas Jefferson Library
16 Social Sciences, Business, and Education Building
17 Social Sciences, Business, and Education Tower
18 Clark Hall
19 Lucas Hall
20 Parking Garage
21 Parking Garage
22 UMR Graduate Engineering Center
23 Office Building
24 General Services Building (under construction)
25 Multipurpose Building

Faculty & Staff Parking
Daily Parking Lot
Student Parking
Visitor parking as designated

Index of Departments & Offices

Accounting Department 23
Administration of Justice Department 19
Administration, Foundations and Secondary Education Department 16
Admissions Office 6
Alumni Activities 6
Arts & Sciences, College of 19
Athletic Department 25
Audio-Visual Department 19
Behavioral Studies Department 16
Biology Department 2
Black Culture Room 6
Bookstore, University 9
Business Administration, School of 16
Business Office 1
Cafeteria 8
Cashier's Office 6
Chancellor's Office 1
Chemistry Department 1
Community and Metropolitan Studies, Center of 16
Computer Center 16
Counseling Service 2
Development Office 1
Economics Department 16
Education, School of 16
Childhood Education Department 16
Evening College 19
Extension Division 7
Extension Division, University Wide, Area Director 23
Faculties, Office of the Dean of 1
Finance, Office of 23
Financial Aids Department 6
Fine Arts Department 19
Fun Palace 4
Gallery 210 19
Graduate School 1
History Department 19
Information Desk 9
International Studies, Center for 16
Language Laboratory 18
Library Office 15
Mail Room 23
Mathematical Sciences Department 18
Mental Health Specialists Program 23
Midwest Community Education Development Center 16
Modern Foreign Languages and Literatures Department 18
Payroll Department 23
Personnel Office 23
Philosophy Department 19
Physics 1
Physics Laboratories 1
Placement Office 6
Political Science Department 16
Print Shop 23
Psychology Department 2
Publications, Campus 23
Public Information, Office of 1
Purchasing Department 23
Radio Station KWMU 19
Receiving Office 23
Research Administration, Office of 1
Social Behavioral Sciences Laboratories 16
Sociology/Anthropology Department 16
Speech 19
Student Activities Office 9
Student Affairs, Office of the Dean of 6
Student Government 6
Student Health 6
Student Loan 23
Student Newspaper 9
Student Programming Office 9
Student Teaching Office 16
Switchboard 1
UMSL Police 6
UNITED Special Services 6
Urban Journalism Center 19
Veterans' Affairs 6
Women's Center 1

HISTORY AND DEVELOPMENT OF THE ST. LOUIS CAMPUS

When the Normandy School District offered in 1958 to buy 128 acres of the former Bellerive Country Club for a community college site, the plan was locally criticized as a "speculative venture."

Despite this criticism a bond issue was passed to buy the land. Two years later, in September 1960, the two-year Normandy Residence Center opened for classes. Enrollment totaled 215 freshmen who squeezed into twelve classrooms in the old clubhouse. Four full-time and eight part-time faculty were provided by the University of Missouri.

After three years of operation as a residence center, the Normandy School District and the University reached an agreement for the University to purchase the property and take over operation of the Center. In September 1963, the Normandy Residence Center became the University of Missouri-St. Louis.

The foresight of the people involved in that "speculative venture" has been substantiated by time. Today, the University of Missouri-St. Louis has an enrollment of more than 11,300 students, making UMSL the second largest of the University's four campuses, the largest university in the St. Louis area, and the second largest in the state. The campus has a full-time faculty of more than 400, with more than seventy percent holding doctorates.

The campus has more than 11,000 alumni (nine graduating classes) who serve as leaders in St. Louis area business, industry, and education; more than eighty percent have chosen to remain in the area after graduation.

The academic structure has expanded to include a College of Arts and Sciences with fifteen departments, a School of Business Administration a School of Education, a Graduate School, an Evening College and an Extension Division.

Degree programs on the bachelor's, master's and doctoral levels are available in more than thirty-five subject areas.

The Bellerive clubhouse remained the only campus structure until 1966, when Benton Hall, the first classroom-laboratory building, was completed, followed by Clark Hall in late 1968, the 350,000-volume Thomas Jefferson Library in 1969, and Stadler Hall in 1970.

Classroom space was nearly doubled in 1971 with the completion of five more buildings: the Multipurpose Building with its 6,000-seat fieldhouse; the University Center, UMSL's student union; the J.C. Penney Building, the only privately financed building on campus; Lucas Hall, the home of the College of Arts and Sciences; and the Social Sciences, Business, and Education Building.

The traditional problem of a commuter campus, student-faculty parking, has been alleviated by the construction of four multi-level parking garages.

In 1975 construction was begun on two more buildings: a general services building to contain University physical services and a new administration building.

UMSL Purpose and Philosophy

The University of Missouri-St. Louis, located in the state's most populous area, is an urban public university which in a decade has developed academic programs that have attained regional and national recognition. In the years ahead UMSL will seek to overcome the gap between limited resources and its charge to provide high quality, traditional university study as well as specialized programs appropriate to its urban commitment.

Beyond these basic concerns, the campus will emphasize the obligation to serve the needs of metropolitan St. Louis's population by providing new opportunities for undergraduate and graduate study. These opportunities will be provided through new undergraduate programs in such fields as the urban studies, humanities, social work, computer science, health sciences, and applied technology.

Graduate education will be concentrated in high-demand areas related to the University's existing strengths in its two professional

schools in the natural sciences and social sciences.

Additional goals include assistance to low-income and minority students; adult, continuing, and external-degree programs; development of a humanistic and cultural learning center; generation of interdisciplinary programs; further exploitation of the varied and rich resources of the urban environment for research, internships, and enrichment of education activities; and new means for cooperation with local educational and cultural institutions and with other University campuses, both to incorporate local resources and to avoid needless duplication of efforts.

In seeking to implement these goals within the framework of the University Academic Plan, UMSL hopes to build a realistic schedule for initiating new degree programs and for rearranging and modifying certain existing programs. Such a schedule is difficult to formulate in view of such recent developments as the onset of steady-state enrollments, shifting demands for educational programs, underfunding by the state, the status of the new Coordinating Board of Higher Education, and the decline in the economic health of the nation.

ORGANIZATION OF UMSL

The Chancellor

The Chancellor is the chief administrative and academic officer of the UMSL campus. All campus officers and staff members concerned with campus programs and functions report to and are responsible to the Chancellor.

The Dean of Faculties

The Dean of Faculties ranks second only to the Chancellor and serves as chief administrative officer in the absence of the Chancellor. Within the broad policy guidance from the Chancellor, he is responsible for the leadership planning and coordination of University teaching, research, extension, and service activities; employment of academic personnel; supervision through the Deans and other academic officers of the operation of the schools and colleges, the libraries, and other academic units.

The Deans

Academic divisions are headed by Deans who are the chief academic and administrative officers, coordinating programs and supervising the performance of the academic staff. The Dean of Extension and the Dean of Students hold non-academic positions, with the full administrative authority and responsibility for their respective divisions.

Departmental Chairpersons

Departmental chairpersons are appointed in the College of Arts and Sciences and the School of Education by the respective Deans. Appointments are made on recommendation of the departmental faculty and with the approval of the Chancellor. The School of Business Administration, organized into areas, rather than departments, has area coordinators.

ACADEMIC UNITS OF UMSL

Schools and Colleges

The University of Missouri-St. Louis includes the College of Arts and Sciences, the School of Education, the School of Business Administration, the Graduate School, the Evening College, and the Extension Division.

The College of Arts and Sciences comprises the departments of Administration of Justice, Biology, Chemistry, Economics, English, Fine Arts, History, Mathematics, Modern Foreign Languages, Philosophy, Physics, Political Science, Psychology, and Sociology/Anthropology.

The School of Education is divided into three departments: Administration, Foundations, and Secondary Education; Behavioral Studies and Research; and Childhood Education.

The School of Business Administration offers concentrations in accounting, management sciences, organization behavior, and marketing.

The School is organized into disciplinary areas which are represented by coordinators in accounting, management sciences, organization behavior, finance, and marketing.

The Graduate School offers master's degrees in biology, chemistry, economics, English, history, mathematics, political science, sociology, education and business administration. Doctoral degrees are offered in chemistry and psychology. Additional programs are being developed. Information regarding the Graduate School is contained in the *Graduate Bulletin*.

The Evening College provides regular degree opportunities during late afternoon and evening hours. All such programs conform to the same requirements and standards as day programs. The College also offers the degree, Bachelor of General Studies, for which classes are offered during the evening hours.

For those who want to maintain their professional competence or broaden their educational background, the Evening College offers pre-

professional courses and a broad array of college credit courses which may be taken by students not working toward a degree. Evening classes are scheduled between 5:20 p.m. and 9:25 p.m. to enable students to carry a substantial academic load.

The Extension Division extends the academic resources of UMSL to the people of Missouri. In fulfilling this mission, the Division:

1. conducts seminars for consumers of research in which the latest research findings are disseminated;
2. manages conferences and meetings of professional and learned societies in which the faculty hold membership;
3. conducts workshops and institutes for diverse organizations, agencies, and associations in which the teaching resources of the University can be used;
4. provides consulting services to businesses, industries, governmental agencies, and organized groups;
5. administers, for academic departments, graduate and undergraduate courses for credit at off-campus locations, and;
6. cooperates with other institutions in conducting jointly sponsored adult and continuing education programs and action research projects.

Special Academic Units

In recent years, the University has developed administrative units to pursue special academic purposes.

The Center of Community and Metropolitan Studies provides an interdisciplinary approach to the urban situation by concentrating within it a cross-section of urban specialists--economists, educators, historians, political scientists, and sociologists. The Center seeks to stimulate and encourage basic and applied research in the problems of the metropolitan community and to provide a direct link between the University faculty and the needs of the urban area.

The Midwest Community Education Development Center is sponsored by the Extension Division and the School of Education. The Center serves Missouri, Kansas, and Oklahoma by fostering the development of

community schools in this tri-state area. Specific services include: consultation with educators and interested groups of laymen; specialized community education courses, training, and continuing education programs; public information services; and modest financial support (on a competitive basis) through philanthropic foundation funds for communities who want to start community schools.

The Urban Journalism Center is a joint venture of the School of Journalism of the University of Missouri-Columbia and UMSL. Graduate students enrolled at Columbia may spend a semester at the UMSL Center in a concentrated program of research and reportage on St. Louis urban area problems. The program includes a wide-ranging seminar in which students explore urban journalism through readings, discussions, and talks with area leaders and information specialists. Selected seniors in the Journalism School at Columbia may also attend the Center for one semester. The Urban Journalism Center is under the supervision of a resident School of Journalism faculty member.

A Graduate Engineering Center was established in St. Louis in 1964 as part of the continuing education program of the Extension Division of the Rolla campus of the University. The Center offers St. Louis area residents an opportunity to pursue graduate work in degree programs in engineering offered by the University of Missouri-Rolla. In 1968 the Center moved to the UMSL campus. Master of Science degrees in eleven fields are currently offered through the Center: aerospace, civil, electrical, chemical, environmental, mechanical, and metallurgical engineering; engineering management; engineering mechanics; nuclear engineering; and computer science.

Information concerning these programs may be obtained from the Director, UMR Graduate Engineering Center, UMSL.

The Center for International Studies works in cooperation with the various departments of the University to develop interdisciplinary studies which expand understanding of international interaction, investigate domestic sources of externally directed national policy, and improve methods and techniques of research and teaching in international studies.

The Center promotes courses which will provide a solid foundation for students preparing for careers in journalism, international

business, foreign service, national and international civil service, and other fields. The Center also conducts institutes, conferences, and seminars for college, university, secondary, and primary school teachers and develops data banks for use by interested institutions and individuals in the metropolitan area.

MASUA Traveling Scholar Program--The Mid-America State Universities Association, of which the University is a member, serves as coordinator for a traveling scholar program among its member institutions. The Program is designed to extend opportunities for graduate studies and research for short periods of time at universities other than their own. Additional information may be obtained from the Office of the Graduate School.

Library

The Thomas Jefferson Library provides central library service to all UMSL students and faculty. The Library collection contains over 300,000 volumes, and over one-half million items in microfilm, microfiche, microcards, and government documents. The Library subscribes to 4,500 serial publications. An "approval gathering" plan adds approximately 14,000 in English language books to the collection annually. The collection is growing at the rate of nearly 50,000 volumes per year.

With the aid of microfilm copies of card catalogs, a teletypewriter, and courier service, any of the more than two million volumes which comprise the collections of the four campuses of the University may be obtained within a few days. Materials from research collections outside the University may be obtained by inter-library loan.

BYLAWS OF UMSL

The Bylaws, establishing the academic organization for the formal governing of University of Missouri-St. Louis, have been approved by the Board of Curators. They provide for the organization of the Faculty and of the Senate. Provision for Senate Committees is set forth in the Bylaws.

The Bylaws are printed in full; the numbering system is that of the Board of Curators *Collected Rules and Regulations*.

Preamble

A major development of twentieth century higher education has been the establishment of the publicly supported urban university. This trend is an educational benchmark comparable to the creation of the land-grant institutions of the nineteenth century. It rests upon the premise that the university should be taken to the people rather than forcing the people to go to the university. The people of Missouri have subscribed to this concept with the creation of the University of Missouri-St. Louis--an institution located in the midst of the metropolitan area, readily accessible to those who desire its services, sensitive to the needs and problems of the urban laboratory which is its environment, and eager for that kind of interaction which will mutually benefit the urban community and the University.

In keeping with this role, the University of Missouri-St. Louis needs to be governed in a manner which will ensure that responsibility for the direction of its programs shall be clearly defined and accompanied by appropriate authority, that interdependence among the governing board, administrative officers, faculty, and students of the University shall be recognized and encouraged, that the unique freedom and critical exploration which is essential in a distinguished university community shall be promoted, and that the widest possible exchange of information and opinion among the various elements of the University shall be assured. In short, the governing of the University must be a cooperative endeavor, sustained in an atmosphere of open

communication, mutual understanding, and shared goals. If the various elements of the University are to avoid working at cross purposes, every effort must be made to establish and maintain these conditions of active cooperation.

To these desired ends, the academic organization established herein provides for the formal governing of the University of Missouri-St. Louis.

These Bylaws shall be subject to the Bylaws and the Rules and Regulations of the Board of Curators and the Regulations of the University of Missouri.

.01 **Faculty**

.0101 Membership

The faculty of the University of Missouri-St. Louis shall consist of the President, the Chancellor, all persons with regular full-time academic appointments, and others elected by the faculty. Elected members so designated by the faculty shall be non-voting members.

.0102 Functions

The faculty of the University of Missouri-St. Louis, together with appropriate administrative officers, shall bear responsibility for recommending and implementing educational policy, particularly in areas of curriculum, degree requirements, methods of instruction, research, requirements for admission, student affairs, and faculty status. The faculty may make recommendations to the Chancellor concerning general policy matters affecting the University. Where appropriate, the faculty may delegate its responsibility to separate schools or colleges within the University of Missouri-St. Louis.

.0103 Meetings

The faculty of the University of Missouri-St. Louis shall meet at least twice each year and at such additional time as the President, Chancellor, or the faculty itself may determine. Upon written request of twenty-five members of the faculty, the Chancellor shall call a meeting within two weeks.

The President, or in his absence the Chancellor, or in his absence a member of the faculty designated by the Chancellor, shall preside at each faculty meeting.

A quorum shall consist of ten percent of the voting members of the faculty.

Proceedings in faculty meetings shall be in accordance with the rules set forth in Robert's Rules of Order (75th

anniversary edition) except where otherwise provided for in these Bylaws or in the Regulations of the University of Missouri-St. Louis.

The Chancellor shall appoint each year a Secretary of the faculty who shall keep an official record of the proceedings of each meeting and shall transmit copies of the minutes to each member of the faculty. A copy of the official minutes shall be kept on file in the offices of the Registrar and the Dean of Faculties and shall be available to each member of the faculty.

.02 **Student Body**

.0201 Membership

The student body of the University of Missouri-St. Louis shall consist of all persons who are officially enrolled as regular full-time or part-time students in the University of Missouri St. Louis.

.0202 Functions

The student body shall have the responsibility to participate in the recommending and implementing of educational policy, particularly in the areas of academic and student affairs. The student body may, through its official representatives, make recommendations to the Dean of Student Affairs or the Chancellor concerning general policy matters affecting the University of Missouri-St. Louis.

.0203 Meetings and Officers

The meetings, officers, and governing organization of the student body shall be such as the student body itself shall determine through its adopted constitution and bylaws, subject only to the approval of the Dean of Student Affairs and the Chancellor.

.03 **Senate of the University of Missouri-St. Louis** (Hereinafter referred to as the Senate)

.0301 Membership

The Senate shall consist of the President, the Chancellor, the Dean of Faculties, Deans of schools and colleges, the Dean of Student Affairs, the Dean of the Extension Division, the President of the student body, seventy-five members elected by the faculty, twenty-five members elected by the student body, administrative staff designated by the Chancellor as ex-officio non-voting members, and non-voting members designated by any academic department not otherwise represented by a faculty member of the Senate.

Elected faculty members of the Senate shall serve three-year staggered terms. Twenty-five members of the Senate shall be elected by the faculty each year. Elected student members of the Senate shall serve a term of one year and

shall be elected by the student body each year. Any elected member of the Senate may be re-elected. The term of office of all senators shall begin on the first day of August following their election.

Each year during the winter semester each school or college shall have allocated to it a number of faculty senators proportionate to the number of its voting faculty members as defined in Article .01, Section .0101, of these Bylaws. The faculty of each school or college shall nominate twice the number of senators allocated to it. Not later than March 15 of each year the faculty of the University of Missouri-St. Louis shall elect t[illegible]ppropriate number of members of the Senate from each [illegible] of nominees.

A subcommittee of the Senate Exe[illegible]ve Committee shall be established to supervise the election of faculty members to the Senate, count the votes, and maintain a complete record of the votes received by all candidates. The subcommittee shall consist of one member from each school or college.

Any academic department of any school or college not represented in the Senate by a faculty senator shall be entitled to designate one of its faculty members as a non-voting member of the Senate.

If a faculty member of the Senate should resign, the nominee from the same college who received the next highest number of votes in the immediately preceding Senate election shall be designated to serve out the remainder of the term. If a member should take a leave of absence, an alternate shall be designated in the same manner to serve only during the duration of the leave of absence.

Each year during the winter semester student members shall be elected at large without regard to departmental, college, or divisional affiliation. Members of the student body in good standing (not on academic or disciplinary probation) who have completed at least twelve hours of academic credit at the University of Missouri-St. Louis and who are interested in becoming members of the Senate shall make their candidacy known to the Dean of Student Affairs no later than March 1 of each year. Not later than March 15 of each year duly registered students shall elect the appropriate number of student senators from the list of eligible candidates making themselves available.

The Senate Executive Committee shall appoint a subcommittee of three students to supervise the election of student members to the Senate, count the votes, and maintain a complete record of the votes received by all the candidates. This subcommittee should be created no later than a month before students make their candidacy for Senate membership known to the Dean of Student Affairs.

If a student member of the Senate should resign, the nominee who received the next highest number of votes in the

immediately preceding Senate election shall be designated to serve out the remainder of the term.

.0302 Functions

It shall be the responsibility of the Senate to exercise on a continuous basis the functions of the faculty and student body as previously defined. The Senate shall report its actions to all members of the faculty of the University of Missouri-St. Louis and to appropriate officers of the student body.

.0303 Meetings and Officers

The Senate shall meet regularly each month or in special meetings as called by the Executive Committee of the Senate. The Executive Committee shall call a special meeting of the Senate on request of the Chancellor or of any five members of the Senate. A quorum shall consist of a majority of the voting members of the Senate. Within two weeks following each election, the newly constituted Senate shall meet for the sole purpose of selecting the chairperson of the Executive Committee, the Secretary of the Senate, and the Committee on Committees.

The elected officers of the Senate shall be the chairperson of the Executive Committee and the Secretary of the Senate, both of whom must be voting members of the Senate. The elected officers of the Senate shall serve for one year, beginning on the first day of August following their election. The elected officers may be re-elected.

The chairperson of the Executive Committee, or in his absence a voting member of the Senate designated by the chairperson, shall be the presiding officer at each meeting of the Senate. The Secretary of the Senate shall distribute the agenda to all members of the Senate in advance of each meeting, shall keep minutes of each meeting of the Senate, and shall distribute a copy of the minutes of each meeting to all members of the University faculty and appropriate officers of the student body.

.0304 Committees of the Senate

All members of the faculty, administrative staff, and student body shall be eligible to serve on Senate committees.

With the exception of the Committee on Committees, Executive Committee, and Committee on Athletics, the standing committees of the Senate shall be elected each year at the first regular meeting of the Senate. At least two of the elected members of each standing and ad hoc committee of the Senate shall be voting members of the Senate. Faculty members of all committees except the Committee on Committees and Executive Committee shall be elected for two-year terms, with half the faculty members to be replaced each year. Student members of all committees shall be elected for one-year terms, which may be renewed. Immediately following its election, each standing committee shall be convened

by the members of the Committee on Committees. As its first order of business, each committee shall elect a chairperson, who must be a voting member of the Senate. If a faculty member of the Senate Committee is to take a leave of absence, a substitute shall be elected to serve for that entire academic year during which the member takes his leave.

In their deliberations the committees shall, where appropriate, consult widely with the Chancellor or other administrative officers, with representatives of the separate schools and colleges, with departments and concerned faculty, and with students and student organizations. Committee recommendations shall be made to the Senate or to the appropriate administrative officer.

The Senate shall establish the following standing committees:

.01 Committee on Committees

The Committee on Committees shall consist of the Dean of Faculties and ten voting members of the Senate, to include seven faculty members and three student members. There shall be at least one faculty member from each school and college. The members of the Committee shall serve for one year. They shall be elected at a special meeting of the Senate called in the spring each year immediately following the election of the Senate. The Committee shall be convened by the Dean of Faculties and shall as its first order of business elect a chairperson.

It shall be the responsibility of the Committee to nominate for election by the Senate: (1) members of all standing committees of the Senate: (2) members of ad hoc committees of the Senate, when so instructed by the Senate. Where appropriate, the Committee shall nominate members of state-wide standing and ad hoc committees for election by the Senate or appointment by the Chancellor.

In preparing lists of nominees, the Committee shall consult with the Chancellor, the academic Deans, Dean of Student Affairs, department chairpersons and officers of the student body.

Nominations made by the Committee shall be presented to the Senate for its approval at its first regular meeting of the academic year. Members of the Senate shall have the right to make additional nominations from the floor.

.02 Executive Committee

The Executive Committee shall consist of the chairperson of the Executive Committee, the Secretary of the Senate, the President of the student body, an Inter-Campus Faculty Council member, the chairperson

of each standing committee of the Senate and as a non-voting member, the chairperson of the Athletic Committee.

It shall be the responsibility of the Executive Committee:

.0201 To call regular and special meetings of the Senate and to prepare and distribute the agenda prior to each meeting.

.0202 To coordinate the work and activities of the Senate and of Senate committees.

.0203 To meet regularly and frequently with the Chancellor to discuss matters of policy concerning the University of Missouri-St. Louis.

.0204 As an agency of the Senate, to maintain avenues of communication with the faculty and student body of the University of Missouri-St. Louis, with campus administrative officers and, through the office of the Chancellor, with the administrative officers and the governing board of the University.

.0205 To establish all guidelines for elections for membership in the Senate and to supervise said elections.

During the month of April the Executive Committee shall examine its membership to determine which members will be absent during the summer session. Executive Committee members who will be absent shall designate their replacement from among the members of their respective committees. If the chairperson and/or Secretary of the Executive Committee shall be absent, a summer replacement will be elected at the Executive Committee's April meeting. The minutes of that meeting shall include the summer roster.

In the event of the need for emergency action during the summer, the Executive Committee will be empowered to act in behalf of the Senate and will be obligated to report its action to the Senate in the fall.

.03 Committee on Curriculum and Instruction

The Committee on Curriculum and Instruction shall consist of the Dean of Faculties, the Director of Admissions, eight members of the faculty, which shall include at least one member of each school or college, and four student members. All faculty and student members shall be elected by the Senate.

The Committee shall have general responsibility for recommending to the Senate policies and procedures in the areas of curriculum and instruction. It shall also recommend policies regarding graduation requirements, special honors programs, and academic publications such as catalogs and schedules of courses.

Furthermore it shall also recommend general policies and procedures governing the evaluation of academic instruction and advisement.

The Committee also shall regularly recommend to the Senate the Calendar of the University. It shall recommend policies relating to schedules of classes, classroom assignments, and final examination schedules. Departures from Calendars and examination schedules will be cleared through this Committee.

New degrees and degree programs proposed by the separate schools and colleges of the University shall be submitted by the appropriate Dean to the Curriculum Committee for recommendation to the Senate. Curricular changes will be sent by the appropriate Dean to the Curriculum Committee to be examined for overlap or duplication. In the absence of overlap and duplication, such proposals will be reported to the Senate.

.04 Committee on Appointments, Tenure, and Promotion

The Committee shall consist of the Dean of Faculties as chairperson and eight full professors holding tenure appointments. There shall be at least one member on the committee from the College of Arts and Sciences, one member from the School of Business Administration, and one member from the School of Education.

Initial academic appointments to the University of Missouri-St. Louis recommended as tenure appointments shall be submitted by the department concerned through the Dean of the appropriate school or college. The Dean shall forward the department's recommendations with his own recommendations for approval or disapproval. After consideration, the Committee on Appointments, Tenure, and Promotion shall submit its recommendations to the Chancellor through the Dean of Faculties.

Tenure recommendations for faculty holding term appointments, and recommendations for promotion above the rank of Assistant Professor, shall be made in accordance with the procedure outlined above.

It shall be the responsibility of this Committee, together with the appropriate administrative officers, to establish, develop, and maintain in all areas of the University the highest standards of faculty quality.

.05 Committee on Faculty Research and Publication

The Committee shall consist of the Dean of Faculties, the Dean of the Graduate School, the Director of Research Administration, and eight faculty members. Its members shall be broadly representative of the various academic disciplines and shall be selected with due regard for their research and academic interests. It shall be the responsibility of the Committee to:

.0501 Review applications for budgeted University support of research and make recommendations to the appropriate administrative officers;

.0502 Advise administrative officers on matters of policy pertaining to the Office of Research Administration;

.0503 Consider and recommend to the Senate policies encouraging and supporting University of Missouri-St. Louis research activities.

.06 Committee on Admissions and Student Aid

The Committee shall consist of the Dean of Faculties, the Director of Admissions, four faculty members elected by the Senate (one of whom shall be chairperson of the Committee), two student members elected by the Senate, and two faculty members and two student members appointed by the Chancellor.

The Committee shall form two subcommittees: a subcommittee on admissions and a subcommittee on student aid. Each subcommittee shall consist of the Dean of Faculties, the Director of Admissions, and three faculty members and two students elected from the Committee. The subcommittees shall consider individual cases presented by the Director of Admissions and shall make recommendations to the Committee. The Committee shall:

.0601 Recommend policies and procedures to the Senate relating to admissions and student aid;

.0602 Review on a periodic basis admission and student aid activities and report to the Senate.

.07 Committee on the Thomas Jefferson Library

The Committee shall consist of the Director of Libraries, four faculty members, and two student members elected by the Senate, and four faculty members and two student members appointed by the Chancellor. The Committee shall:

.0701 Recommend and review library policies and procedures and report to the Senate;

.0702 Submit recommendations to the Director of Libraries on the disbursement of current library acquisition funds.

.08 Committee on Welfare and Grievances

The Committee shall consist of six full professors holding tenure appointments and six student members, all elected by the Senate. Its membership shall be broadly representative of the various academic disciplines, schools, and colleges. No faculty member involved in a substantial way in administrative work above the level of department chairperson shall be eligible.

The Committee shall be divided into two subcommittees: one consisting of student members of the whole Committee.

.0801 The subcommittee comprised of faculty members shall conduct hearings in removal cases or in disputed cases involving tenure rights and status as provided for in the Academic Tenure Regulations of the University of Missouri.

.0802 Each subcommittee shall hear cases of alleged wrongs, or suggestions, submitted by members of its own constituency. Any person or persons presenting the suggestion or case may request that the matter be heard by the whole Committee except in those instances provided for in paragraph .0801.

.0803 The Committee and its subcommittee shall consider cases of alleged wrongs, or suggestions, from all segments of the University community. Matters which pertain to several segments of the University community shall be heard by the whole Committee.

.0804 The Committee shall explore methods for improving the status and condition of all members of the University community.

.0805 When it is deemed appropriate, the Committee shall make recommendations to the Senate, the Chancellor, or other University officers.

.09 Committee on Student Affairs

The Committee shall consist of the Dean of Student Affairs, four faculty members and four student members elected by the Senate, and two faculty members and two student members appointed by the Chancellor. Its members shall be broadly representative of the various academic disciplines, schools, and colleges.

The Committee on Student Affairs shall be responsible for recommending and reviewing policy in the areas of non-academic regulations and student services, and for advising the Dean of Student Affairs. The responsibilities of the Committee may be exercised by subcommittees established in any of the above areas. Faculty and staff members with administrative responsibilities in these areas shall be members of the subcommittees dealing in those areas. This charge does not contradict nor supersede the explicit charge of any of the other standing committees of the Senate.

.10 Committee on Student Publications

The Committee shall consist of the Editor of the *Current*, two faculty members and two student members elected by the Senate, and two faculty or staff members

appointed by the Chancellor. The Committee on Student Publications shall be responsible for recommending and reviewing policy concerning student publications which are directly funded by the University.

.11 Committee on Athletics

The Committee, in accordance with the Rules and Regulations of the Board of Curators, shall consist of five regular full-time faculty members of professional rank, two regular full-time students, and one member of the alumni, all appointed by the Chancellor, who shall also designate the chairperson. The Director of Athletics and the Business Officer of the University of Missouri-St. Louis shall be ex officio non-voting members. Responsibilities, terms of membership, and meetings of the Committee shall be prescribed in the Rules and Regulations of the Board of Curators. When appropriate, the Committee shall report or recommend policy concerning athletics to the Senate.

.12 Committee on Fiscal Resources and Long-Range Planning

The Committee shall consist of the Chancellor, who shall serve as chairperson of the Committee, the Dean of Faculties, the Business Officer of the University of Missouri-St. Louis, two faculty members and two student members elected by the Senate, and two faculty members appointed by the Chancellor.

The Committee shall examine general budgetary allocations and priorities, shall consider questions relating to the development of the University of Missouri-St. Louis and to the University of Missouri as a whole, and shall make recommendations on development and fiscal matters to the Chancellor. The Committee shall report periodically to the Senate on its work.

.13 Committee on Urban Affairs

The Committee shall consist of the Dean of Extension, the Director of the Center of Community and Metropolitan Studies, and six faculty members and two student members elected by the Senate.

It shall be the responsibility of the Committee to develop recommendations for the Chancellor and the Senate regarding urban-related programs in the areas of educational programs and degrees, research and urban studies, and programs of service for the metropolitan region. The Committee shall work to coordinate activities in these areas carried on by various schools and departments of the University, the Center of Community and Metropolitan Studies, and the Extension Division.

.14 Committee on International Studies

The Committee shall consist of the Director of the campus Center for International Studies, and six

faculty members and two student members elected by the Senate.

The Committee shall work closely with the campus Center for International Studies in the development of educational, research, and service programs relating to foreign areas and international studies.

.15 Ad Hoc Committees

As the need arises the Senate shall establish or recommend to the Chancellor establishment of ad hoc committees.

.1501 Ad hoc Senate committees shall be established through Senate approval of nominees selected by the Senate Committee on Committees or by nomination from the floor of the Senate. The composition for each ad hoc committee shall be determined by the University Senate.

.1502 Ad hoc administrative Senate committees shall be recommended to the Chancellor by the Senate to include a specific number of appointive and elective members. The elective members shall be chosen by the Senate as provided above.

.1503 Ad hoc administrative committees shall be appointed by the Chancellor, to whom they shall report. Other ad hoc committees shall report to the Senate or the Chancellor.

.16 University-wide Committees

.1601 Whenever appropriate, representatives of the University of Missouri-St. Louis serving on University-wide committees should report to the Senate and should initiate necessary action involving the Senate.

.1602 Inter-Campus Faculty Council: The three members of the University of Missouri-St. Louis on the Council will be elected by the University faculty for three years, with staggered terms so that one member will be replaced or re-elected each year. The members of the Council from the University of Missouri-St. Louis should select one of its group to serve on the Executive Committee of the Senate.

.04 Amendments

These Bylaws shall be amended or repealed in the following manner:

.0401 Proposed changes in the Bylaws shall be submitted in written form to the University Senate and circulated to all Senate members. The Senate shall then recommend passage or rejection of the proposed amendments by majority vote. Upon passage of an amendment by the Senate, the Chancellor

shall submit the proposed change in writing to the faculty of the University of Missouri-St. Louis, student members of the Senate, and members of the governing organization of the student body. Bylaw changes recommended by the Senate shall be adopted by a majority of the votes cast by the faculty, student members of the Senate, and members of the governing organization of the student body. The total number of votes cast must be a majority of the combined groups. Ballots shall be mailed invididually to all persons eligible to vote.

.0402 Should the total number of student senators and the members of the governing organization of the student body ever exceed one-third of the faculty of the University of Missouri-St. Louis, the governing organization of the student body shall limit its representation or its vote so that the total student representation or vote shall not exceed one-third of the total possible faculty representation or vote.

.05 **Addendum**

Elected faculty members of the Senate shall continue to serve three-year staggered terms. Beginning with the first election of Senate members following the adoption of the revisions contained in these Bylaws the faculty shall elect twenty-five new senators each year for regular three-year terms. The current faculty members of the Senate will continue to serve until the natural expiration of their term, and no replacement will be elected while the number of faculty members exceed seventy-five.

This faculty delegates to the Faculty Senate implementation of these Bylaws as soon as it is feasible.

THE FACULTY COUNCIL

Function

On May 8, 1974, the faculty of the University of Missouri-St. Louis voted to "establish a Faculty Council as its standing representative body." The Council meets on a regular monthly basis during the academic year "to discuss issues of concern to the faculty, to formulate and promulgate the faculty views on these issues, to serve as a locus of advocacy for these views to the administration and public, and to facilitate communication among faculty members, the departments, and the administration." Special meetings may be called with three weekdays notice. The Council has not been formally recognized by the President and the Board of Curators.

Membership

Each department has at least one representative. Departments of eighteen or more members (counting joint appointments fractionally) has one additional representative. For the purpose of determining representation, department members on leave are counted as full members. The election of a representative from a department is by ballot of all members of the department, and such elected representative may not hold an administrative appointment. Departmental chairpersons are excluded from membership. The regular election of representatives is held by the end of the third week of April. Further information on the Faculty Council is found in the Council Bylaws, available from the departmental representative or the Council Secretary.

GUIDELINES FOR THE SENATE COMMITTEE ON APPOINTMENTS, TENURE, AND PROMOTION

Revised April 15, 1975

(See also Section 01-07, ACADEMIC TENURE REGULATIONS.)

The Senate Committee on Appointments, Tenure, and Promotion looks upon its assignment as the most important task confronting any committee on campus--the identification of those persons who will be invited to spend the remainder of their professional careers as faculty members of the University of Missouri-St. Louis. A university can be no better than its faculty. In its deliberations and in its recommendations, the Committee will establish levels of expected performance in teaching, research, and service for the tenured faculty of this campus. The Committee has available the means to reach for high quality or to tolerate the growth of mediocrity. Its intention is to strive for quality.

Bases for Judging Proposals for Tenure and Promotion

The Committee intends to consider carefully the three areas in which faculty are expected to demonstrate competence--teaching, research, and service. Generally, candidates must show outstanding performance in teaching and research, and competence in service.

1. To demonstrate teaching performance, the Committee urges the use of specific means of evaluation, such as student-completed questionnaires, course syllabi, peer evaluations, awards, classroom visitations, and data relating individual student's performance to course objectives.
2. Critical appraisals of research must be submitted, not a mere listing of books, articles, and papers. Such appraisals should be prepared by knowledgeable persons, either members of the candidate's department or by off-campus authorities.
3. As to service, it is equally necessary that evaluative data be produced. The fact that a member has been physically involved in service activities is not evidence of quality

performance. Where pertinent, full appraisals of teaching, research, and service performed through Extension shall be submitted. Yardsticks for objective measurement of performance must be used if the Committee is to give serious consideration to service as an activity which warrants tenure and/or promotion.

To assist the Committee in determining the quality of performance for persons nominated for tenure and/or promotion, the tenure and promotion committee in each department or school is requested to prepare the following:

1. A statement indicating the general levels of expected performance in each area and distinguishing the criteria according to rank. These statements must be referred to the Senate Committee and to the Chancellor for their information early in the fall term of every academic year.
2. Statements of expected performance shall be distributed to all faculty members in the concerned department or school.

THE DEPARTMENT AND SCHOOL STATEMENTS DESCRIBED ABOVE SHALL NOT BE

a) regarded as establishing University criteria for tenure and/or promotion; or

b) conferring the right to determine tenure and/or promotion to the department or school for its faculty members; or

c) construed as limiting the Senate Committee's responsibility throughout the campus.

Qualifications for Tenure and Promotion

Instructors--Normally the maximum length of service in the rank of Instructor is seven years. A person hired for an Assistant Professor but appointed as Instructor pending the completion of his terminal degree, is expected to complete the degree within one year and is usually promoted automatically to the rank of Assistant Professor at the beginning of the term following the completion of the terminal degree. If for any other reason an Instructor is proposed for promotion, or if he/she is recommended for tenure, a recommendation should be made to the Committee through the usual channels. While such

recommendations will be considered, the Committee can act favorably only in exceptional circumstances in which the candidate is outstanding and his/her position in the department is clearly defined.

Assistant Professors--Assistant Professors with meritorious records as teachers and scholars must be considered for tenure and promotion not later than their sixth year of full-time academic service or the sixth year of creditable service toward tenure. Unless tenure is granted, a terminal contract must be issued no later than the sixth year. Proposals made before the sixth year must include evidence of exceptional performance and productivity. Normally a recommendation for promotion to Associate Professor and for the awarding of tenure will be requested at the same time. Only rarely, and in extenuating circumstances, will the Committee recommend granting tenure to an Assistant Professor without promotion or recommend promotion to an Associate Professor without tenure.

Associate Professors--There is no limit to the length of time a faculty member may spend in rank as an Associate Professor. Since the rank of Professor is the highest academic rank which the University can award to a faculty member, it is awarded only to those who have made outstanding contributions in publication, teaching, and service. Thus the evidence in support of a recommendation to Professor from Associate Professor must be significantly stronger, quantitatively and qualitatively, than that required for the Assistant Professor who is recommended for promotion. For Associate Professors without tenure, a recommendation for tenure must be made no later than the fourth year in rank, including all credit for prior full-time academic services, unless a terminal contract is to be issued.

Professors--Initial appointments at the rank of Professor on continuous appointment must be submitted to the Committee through the usual channels. Recommendations for tenure at this rank must be made no later than the third year, including credit for prior full-time academic service, unless a terminal contract is to be issued.

Tenure and/or Promotion for Persons New to the University--Proposals for academic appointments for persons new to the University and which carry tenure or which include promotion from a previous professorial rank, must be processed through the procedures outlined

below and must conform to the format required for present faculty members. Offers for such appointments cannot be made without prior recommendation of the Senate Committee and approval of the Chancellor.

Procedures for Handling Proposals

Proposals for recommending tenure and/or promotion shall be initiated and handled in the following manner:

1. The Faculty Member's Department

a. Annual review The school or departmental statements on promotion and tenure described above shall be distributed annually by the department or school. Each faculty member below the rank of full professor on tenure will be reviewed for promotion and/or tenure each year by an appropriate committee, said committee to consist of all members who hold rank equal to or higher than the rank for which the member might be recommended. Each faculty member shall be given the opportunity to appear before the departmental committee and to submit material which he/she believes will be helpful to an adequate consideration. The department chairperson or Dean should be prepared to discuss the departmental policy statement with each faculty member in light of his/her particular goals and achievements and to inform him/her of his/her progress toward meeting the criteria for promotion and/or tenure.

Whenever the committee judges, as a result of this annual review, that a candidate meets the requirements for promotion and/or tenure, the department shall conduct a thorough evaluation of the candidate for such recommendations.

b. Evaluation by *ad personam* committee For each candidate to be evaluated for tenure and/or promotion, an *ad personam* committee shall be established. This committee, consisting of at least three qualified persons from the department or from other departments or from outside UMSL, shall be selected by the department tenure and promotion committee after consultation with the candidate. (Off-campus *ad personam* committee members will not receive financial recompense except in extreme circumstances.) The *ad personam* committee will thoroughly review the candidate's record and report in writing. The review will include the candidate's

1) teaching record, as evidenced in student questionnaires, peer and alumni evaluations, course syllabi, student achievement data, classroom visitations, letter of commendation, awards, etc. (Such information should not be furnished by the candidate.);

2) record of achievement in research, publication, papers read to professional societies, or literary or artistic work, critiques and/or reviews including evaluations by outside scholars, not suggested by the candidate;

3) service record, with assessment of its nature and quality including University services such as committee work and community services of a professional nature.

Departments are encouraged to establish regular procedures by which *ad personam* committees consult with students, expecially in evaluating the candidate's teaching and service. The *ad personam* committee should submit its findings in written form to the departmental promotion and tenure committee.

c. Recommendation All tenured members of the department shall be consulted for those proposals which involve tenure. Recommendations shall be prepared by the chairperson of the department unless he/she is being proposed for tenure or promotion, or he/she is opposed to the recommendation of the promotion and tenure committee. In either of these two instances, another committee member may prepare the proposal. Recommendations shall be written in consultation with the departmental committee on promotion and tenure and must be prepared according to the form devised by the Senate Committee on Appointments, Tenure, and Promotion. In reports of the department/school actions relating to candidates for tenure and/or promotion, summaries of the reasons for any dissenting votes by committee members must be included in such reports.

If a candidate holds a joint appointment in two departments, schools, or colleges, each chairperson or Dean must prepare a separate recommendation.

Departmental or school recommendations for tenure and/or promotion shall be forwarded to the Dean of the appropriate college or school. The chairperson of the department, or a department representa-

tive, may make an oral presentation to the Dean concerning the recommendations.

Department or school members who are not recommended by the department or school for tenure and/or promotion shall be so informed by the chairperson and shall be extended the opportunity to request reconsideration by the appropriate committee. Requests for reconsideration must be made before the department, school, or equivalent area recommendations are forwarded to the Dean.

In cases in which a candidate for Associate or full Professor is assigned to an administrative unit having only one person at or above the rank for which he is a candidate, and the latter votes against the promotion, the Dean of the college or school shall review the candidate's credentials. (In his review the Dean may utilize committees to aid him in making his decision.) If the Dean endorses the promotion, he shall forward the dossier, with his letter indicating approval, to the Senate Committee on Appointments, Tenure, and Promotion for its recommendation to the Chancellor.

The department chairperson or a department representative may, if the department committee so wishes, make oral presentations to the Senate Committee concerning the department's recommendations.

2. The Dean of the College or School

The Dean of the College or School in which the candidate's department is located must review the departmental proposal and prepare a written recommendation of his own. In considering the departmental recommendation, the dean may consult members of the faculty individually or he may form an advisory committee. He may confer with persons at other institutions or organizations. The Dean shall forward all departmental recommendations with written statements to the chairperson of the Senate Committee. The Dean may, if he/she wishes, make an oral presentation to the Committee concerning his/her recommendations.

3. The Dean of the Graduate School

If the candidate is a member or will become a member of the Graduate Faculty, the Dean of the Graduate School may prepare a

written recommendation. In reaching a decision, the Dean may consult members of the Graduate Faculty or an advisory committee. He shall forward his written recommendations to the Chairperson of the Senate Committee, and if he wishes, may make an oral presentation to the Committee concerning his recommendations.

4. The Senate Committee on Appointments, Tenure, and Promotion

The Senate Committee on Appointments, Tenure, and Promotion, whose chairperson is the Dean of Faculties, will consider recommendations for tenure and/or promotion received from the Deans and their accompanying statements. It will consider the recommendations of the departments and the Deans and may request information from additional persons who might assist in reaching a decision. The Committee will present its report and recommendations to the Chancellor, accompanied by the recommendations of the academic Deans and the departments.

5. Action by the Chancellor

The Chancellor shall make the final decision based on the recommendations described above and whatever other evidence he/she may wish to collect. It is understood that the Chancellor's decision is not final and official until it is accepted by the President of the University.

6. Requests for Reconsideration of Recommendations

Faculty members who receive negative decisions on their candidacy for tenure and/or promotion by the Chancellor, will be so notified and may request reconsideration if they believe that

1. the materials considered were incomplete or improperly presented or
2. evidence of discrimination or violation of personal rights influenced the decision.

If the faculty member is denied reconsideration or if he feels that reconsideration was inadequate, he may file a complaint with the Senate Committee on Faculty Welfare and Grievance.

The Committee on Faculty Welfare and Grievance may not substitute

its judgment of the candidate's professional qualifications for that of the various recommending bodies or individuals. It may, however, make the recommendations to the Senate, the Chancellor, or other University officers.

7. Conferences with Persons Considered for Tenure and/or Promotion

After the President has taken action on the University of Missouri-St. Louis proposals for tenure and/or promotion, all faculty members considered for such academic advancement will be promptly notified.

As soon thereafter as possible, these faculty members will be invited to confer with the Dean of Faculties and the Dean of their College or School concerning the outcome of their cases.

General Comments

Calendar

The process of developing department and school criteria and dossiers for faculty persons proposed for tenure and/or promotion should begin early in the academic year, preferably no later than one month after the beginning of the fall semester.

The Dean of Faculties will set the deadlines for submission of proposals for the academic Deans, as well as the meeting dates for the Senate Committee.

Recommendation Format

All proposals for tenure and/or promotion shall be presented in the format devised by the Committee. (See following page.) Committee experience advises close conformity to the questions posed on the form.

Committee Purview

Tenure and promotion are construed by the Committee as relating primarily to the duties of faculty members in the areas of teaching, research, and service, and not to administrative functions. Thus for tenure and promotion proposals concerning faculty persons who devote a considerable amount of their time to administrative duties, such

as service as an assistant dean or director of an institute, the Committee will make judgments on the traditional triad of teaching, research, and service.

Application Form for
Tenure and/or Promotion

Revised June 10, 1974

Please follow this format in preparing a recommendation for tenure and/or promotion. Present information in the order indicated. Do not omit any items.

Name: Age:

Present Rank:

Years in Present Rank:

Years toward Tenure:

Degrees:

Institution Date

Discipline Area of Specialty:

TEACHING Experience and Evaluation

I. Summarize candidate's teaching experience as follows:

a) At UMSL, undergraduate and graduate levels

b) At other institutions, undergraduate and graduate levels

c) Direction of graduate research, if any

d) Participation in teaching through Extension

II. Presentation of departmental/school evaluation of candidate's teaching experience indicating the following:

a) A general ranking in relation to other members of the department/school and a statement of strengths and weaknesses

b) Summary or digest of student questionnaires

c) Written appraisals based on first-hand knowledge by colleagues at UMSL and elsewhere. (Include pertinent evaluation of teaching performed through Extension.)

SCHOLARLY PERFORMANCE

I. List publications with publication dates, publishers, pages, etc. Indicate which are referred articles, dissertation, or parts thereof.

II. List publications submitted to journals or book publishers, indicating whether or not they have been accepted and expected publication date.

III. Appraisal of publications by means of reviews, commentaries, citations, and statements by authorities at UMSL and elsewhere. (Include pertinent evaluation of research performed through Extension.)

IV. List important papers presented to scholarly groups or conferences, indicating duties and places of presentations.

V. Where pertinent, give record of grants proposed and accepted.

VI. Estimate of future potential of applicant, indicating his capacity to continue research and scholarly productivity during his tenure at UMSL if awarded.

SERVICE

I. Summarize candidate's activity in student advising with evaluative statement.

II. Indicate briefly candidate's role in department affairs and responsibilities.

III. List college, campus, and University-wide committee membership with dates.

IV. Summarize other service relating to candidate's request for tenure and/or promotion such as membership in scholarly and other organizations.

CAMPUS POLICIES AFFECTING FACULTY MEMBERS

Affirmative Action Plan

The University of Missouri-St. Louis is firmly committed to the employment policy of no discrimination on grounds of race, color, religion, sex, or national origin as reaffirmed in January 1972 by the University Board of Curators. Equal opportunity is and shall be provided for all employees and applicants for employment on the basis of their ability and competence.

Both faculty and administrative, service, and support staff are employed and retained by the aforementioned standards.

Budgeting and Expenditures

Budgeting originates at the department level. Budget requests are developed by the department chairperson who then forwards them to the Dean of the division, who in turn submits them to the Chancellor. The Chancellor prepares a proposed campus-wide budget request after consultation with his staff and faculty members, and submits it to the President, who then prepares and submits a total University budget request to the Board of Curators.

The Board submits the University budget request to the Governor who refers it to the Missouri Legislature. Once an appropriation for the University is approved by the Legislature, it is sent to the Governor. Following approval by the Governor, the appropriation for the University is reviewed by the Board of Curators and an internal operating budget is established for each campus. The Chancellor of each campus is responsible for all funds allocated to the campus. Deans of schools and colleges and department heads are required to remain within the amount allocated to their division.

Details and regulations governing expenditures of University funds are outlined in the *Business Policy and Procedure Manual*. Instructions govern the types of purchases and expenditures.

Calendar

The official calendar for each session is prepared by the Director of Admissions, subject to the approval of the Senate Committee on Curriculum and Instruction and the faculty. The University calendar for each year is reproduced in most campus-wide publications including the *Undergraduate Bulletin* and the *Graduate Bulletin*. Copies are also available from the Admissions Office.

Overload Compensation

On occasion it becomes necessary for faculty members to teach or perform other services in addition to their normal assigned duties. Such services may include teaching credit or non-credit courses through the campus Extension Division, workshops and seminars also through Extension, and special courses through the Evening College. For these services the University will approve overload or extra compensation. During the regular academic year overload payments are established at ten percent of the faculty member's annual nine months salary, not to exceed $1,800.

Instruction for summer terms--presession, regular, or postsession--is not regarded as overload compensation. Compensation for these terms is set at ten percent of annual salary for a half-time teaching load and twenty percent for a full-time teaching load. Compensation for overload services during the summer term is identical to that established for the academic year.

Overload compensation will not be authorized on a continuous basis. Department chairpersons and Deans are required to maintain a regular surveillance to prevent continuing overload assignments.

Property Use

Assignment of space in University buildings for use by divisions, departments, or other units is made only by the Chancellor upon recommendation of the Dean or official in charge of the activity. The Chancellor or his designated representative assigns classrooms and laboratories for scheduled classes and examinations. This function is performed by the Assistant Director of Admissions.

Permits for the temporary use of University grounds, buildings, or rooms for any purpose other than regularly scheduled classroom work must be secured at the Central Scheduling Office, Room 267, University Center. Rules are made by the Chancellor.

University buildings or grounds may not be used by individuals or organizations not connected with the University except by written permission of the Chancellor.

No University buildings or grounds may be used for purposes of religious worship or sectarian religious teaching. The general prohibition against use of University buildings and grounds for religious worship or teaching is a policy required, in the opinion of the Board of Curators, by the Constitution and laws of Missouri and is not open to any other construction. No regulation shall be interpreted to forbid the offering of prayer or other appropriate recognition of religion at public functions held in University facilities.

All classes, meetings, or assemblages of any sort held in University buildings or on University grounds are subject to all Federal and Missouri laws and University ordinances, rules, and regulations regarding peaceable assembly. In addition, it is expected that the simple rules of courtesy, decency, and good manners will be observed at all times.

Discharge of firearms and explosives on University property is prohibited except in regularly approved programs or by University employees in the line of duty.

Unauthorized occupation of University facilities or interference with normal and regular University activities will not be tolerated by the University at any time.

Travel

Authorization of travel funds for faculty members are determined by the Division Dean who allocates them according to the needs of the departments and/or area. Such funds are limited.

The campus policy relating to travel expenses holds that hotel or motel accommodations shall be "reasonable and necessary." The

amounts for meals are: breakfast, $3.00; lunch, $3.50; and dinner, $8.50.

Amounts in excess of these must be authorized by the Dean of the division and the Dean of Faculties.

FACILITIES, RESOURCES, AND SERVICES

Research Facilities

Apart from the research facilities of separate departments and divisions, as well as those facilities already listed as University-wide in nature, a number of specialized centers and offices have been created to provide coordination of services for interdisciplinary study and research. In some instances these facilities have been developed through consortium arrangements with various institutions or organizations, including a number of organizations in the St. Louis metropolitan area.

The UMSL Office of Research Administration is responsible for the formulation and implementation of systematic campus-wide research policies and the stimulation of productive faculty research. The Office assists faculty members in the acquisition of external funding for research, maintains a complete file of research programs sponsored by government agencies and private foundations, transmits research proposals through the Office of the Comptroller to the funding organization, and administers internal research support.

Botany Research--In 1970 a consortium of four universities in the St. Louis metropolitan area was formed to develop instructional and research programs at the graduate level in the area of systematic and evolutionary botany. The participating institutions include, in addition to UMSL, Washington University, St. Louis University, and Southern Illinois University-Edwardsville. The program operates in conjunction with the Institute for Systematic and Evolutionary Botany of the Missouri Botanical Garden (Shaw's Garden), one of the principal centers for botanical research in the United States. Through the consortium, the faculties, facilities, and collections on the four campuses and at the Garden are shared for certain purposes, including the large herbarium and library at the Garden, greenhouse facilities, scanning and transmission electron microscopes, a tropical field research station in the Canal Zone, and the extensive course offerings of the four universities.

Political Research--UMSL is a member of the Inter-University Consortium for Political Research--an academic partnership between the Center for Political Studies at the University of Michigan and over 140 colleges and universities in the United States and abroad.

The consortium is an interdisciplinary, inter-university research and training facility for both students and faculty in the social sciences. Through various consortium archives students and faculty have direct, personal access to a variety of multipurpose data of a socio-political nature that may serve a variety of research and training needs. The UMSL Computer Center provides a full range of data processing services for consortium resources.

Students and faculty are also eligible to participate in the consortium's Summer Training Program. Intensive interdisciplinary work for historians, political scientists, sociologists, and other social scientists is provided through a set of eight week courses.

Social and Behavioral Sciences--The Social and Behavioral Sciences Laboratory provides a controlled and flexible experimental setting for teaching and research at the University of Missouri-St. Louis. The laboratory incorporates both small group interaction and simulation facilities, as well as consultation services, audio-visual, and closed-circuit video facilities for teaching and research. Direct computer access is available with plans for the establishment of data archives currently being formulated. As a service facility, the Social and Behavioral Sciences Laboratory is available to both students and faculty.

Computer Center

Computer Center facilities on the four campuses of the University provide excellent modern computing services, available to faculty, staff, and students for educational, research, and administrative computing needs.

Computing hardware facilities on the St. Louis campus include a General Automation SPC-16/65 computing system, which is linked to an IBM 370/168 in Columbia. The SPC-16 serves as a remote job entry

station for the four mega-byte 370, where all processing is done. Peripheral equipment at UMSL includes a CalComp plotter, an OpScan 100 optical scanner for test scoring and data collection, and a digitizer. There are also a wide variety of interactive terminals connected to the 370.

Support services such as consulting, programming, keypunching, library, and operations are provided by the local staff. Users have access to a large software inventory, which includes a data base of urban information.

Access to the computer is available to all faculty, staff, and students. Assistance or an account may be obtained in 103 SSBE. Jobs are submitted and picked up in 111 SSBE. Computer Center hours are 8 a.m. to 10 p.m. Monday through Friday, 9 a.m. to 5 p.m. on Saturday, and 1 p.m. to 5 p.m. on Sunday. Additional information about services can be obtained by calling 453-5131.

Printing

Printing and copy services are available at the Campus Print Shop. All printing paid for with University funds must be processed by the Campus Print Shop. An inter-departmental order (IDO) should accompany all requests for printing services. The University does not allow cash payment for printing.

The Copy Center, located in the Social Sciences, Business, and Education Building, provides inexpensive copies in small quantities (black ink only), collating, and bindery service. The Copy Center also requires an IDO for services.

University Cars

A limited number of University-owned vehicles are available for the conduct of official University business. Mileage will be charged to the department authorizing the use of a University-owned vehicle.

University-owned vehicles may be assigned to employees of the University, both full time and part time, who are properly licensed to operate a motor vehicle. Passengers in a University automobile shall be limited to University employees, other persons who are

traveling on official University business, and official guests of the University. Authorized passengers who are properly licensed to operate a motor vehicle may also drive to assist the employee to whom the University-owned vehicle is assigned.

The Business Office schedules use of all University vehicles. Car assignments and keys may be picked up from this office. Reservation of a University car should be made in advance. Complete information on use of University vehicles and travel regulations are available from the Business Office.

Radio Station

KWMU, a 100,000-watt radio station presenting informational, cultural, and entertainment programs to the area, is on the air twenty-four hours a day, seven days a week, at 90.7 on the FM dial. Also offered by KWMU is instructional programming designed for special audiences, over "side band" broadcast facilities.

Athletic and Recreational Facilities

The Multipurpose Building houses all the offices of the athletic staff as well as the majority of the athletic facilities. Open from 9:30 a.m. to 6:30 p.m. on Tuesday, Wednesday, and Friday; 9:30 a.m. to 9:30 p.m. on Monday and Thursday; and 1:00 p.m. to 5:00 p.m. on Saturday and Sunday, the building provides space for the intercollegiate, intramural, and recreational programs. Facilities in the building and its surrounding outdoor areas include five basketball courts. four volleyball courts, four badminton courts, two handball courts, a wrestling room, a conditioning room, an olympic-sized swimming pool, a soccer field, a baseball field, three intramural fields, and eight tennis courts.

Cultural Opportunities and Entertainment

The Director of Programming works with the University Program Board in planning a variety of cultural, social, and extra-educational activities. These programs are subsidized by a portion of the student activity fee. Program Board offerings include:

Concerts--Informal concerts are held in the University Center

lounge throughout the year. These are scheduled at the noon hour and have no admission charge. In addition to these performances, a number of weekend evening concerts featuring both classical and contemporary performers are scheduled. A nominal admission is charged for latter events.

Lectures--Numerous lectures are scheduled each year. Personalities who have visited the campus recently include Ralph Nader, Alex Haley, Harrison Salisbury, Sissy Farenthold, Daniel Schorr, Nikki Giovanni, Ramsey Clark, and Nicholas Johnson. There is no charge for admission to these programs.

Theater--Each year the Program Board sponsors a number of performances by professional theater companies. Recent offerings have included The Second City Revue, The Fantasticks, Jacques Brel Is Alive & Well & Living in Paris, The Effect of Gamma Rays on Man-in-the-Moon Marigolds, The Night Thoreau Spent in Jail, and Two Gentlemen of Verona. A modest charge is made for these events.

Films--Two series are scheduled each year. The weekend showings are of contemporary films and are open to the University community at a minimal charge. A second series, scheduled during the week, features a wide variety of film classics and is open to the University community at no charge.

Other Events--The Program Board also sponsors the annual Homecoming Dinner Dance, and it cooperates with the Performing Arts and Cultural Events Committee in a number of programs. These projects have included exhibitions in Gallery Two-Ten and the acquisition of the poster collection on display in the public areas of the campus buildings.

Child Day-Care Center

The School of Education's department of early childhood learning, sponsors a child Day-Care Center available to members of the St. Louis campus community. The Center accepts children from the ages of six months to six years. The Center is staffed by the School of Education and qualified assistants. Located near the campus at 206 Emerling Drive, the Center is open Monday through Friday from 7:00 a.m. to 5:30 p.m. Rates are competitive with other day-care centers in the University area.